

POSITION DESCRIPTION

General Manager Menslink

Application Process: To apply for the position please provide your resume and a covering letter outlining your expertise and interest in this opportunity by no later than Sunday, 25 July 2021.

Applications are to be sent to applications@cantlie.com.au

For further information contact:

Keith Cantlie on 02 6239 7755 / 0417 277 254 or keith@cantlie.com.au

GENERAL MANAGER POSITION DESCRIPTION

ABOUT MENSLINK

Menslink has been supporting young men in the Canberra region for twenty years through our free counselling, volunteer mentoring and education programs. In that time we have helped thousands of young guys aged ten to twenty-five get through tough or lonely times with the least amount of pain or harm to themselves and those around them.

We do that by helping young men make better choices and engage positively with society, reaching their full potential and become the great adult men they want to be. Because we believe everything is possible for them, their families, their mates and our community.

The core values that guide our work are:

- *Kindness and compassion* – for our clients, for each other and our community
- *Contribution and impact* – making a real, demonstrable difference in everything we do
- *Connection and community* – having a real connection with people: our staff, volunteers and clients; providing them with a sense of community and belonging
- *Innovation and flexibility* – constantly developing, improving and adapting our programs and approach to meet the emerging and changing needs of young men
- *Equality and Justice* – ensuring we do no harm in our activities and ensure we treat all young men equally (no labels)

More information on us and the work we do can be found on our website menslink.org.au.

This new role has come about due to the ongoing growth of Menslink.

RESPONSIBILITIES AND DUTY STATEMENT:

PRIMARY RESPONSIBILITIES:

The General Manager is expected to work closely and in collaboration with the CEO, ensuring that all of our people, systems and processes are working as efficiently and effectively as possible; meeting the outcomes required of the organisation and our stakeholders both currently and anticipated into the future.

Reporting to the CEO, or in the CEO's absence, directly to the Board, the General Manager's primary responsibilities are to ensure the efficient and effective operations of the organisation, its staff, volunteers, systems and assets to achieve the outcomes of Menslink's strategic plan.

The General Manager will be responsible for:

Leadership within the organisation

Together with the CEO, lead and inspire staff and volunteers to fulfil our values and meet the promise of our strategic statement to our young men, their families (mostly single mums), schools and government, our sponsors and the broader community.

Ensure staff and volunteers are performing their roles efficiently and effectively, meeting the outcomes expected of them, adhering to Menslink's policies and values, and feeling safe and valued with a strong sense of purpose and fulfilment.

Ensure that our young men are not harmed in any way (physically or mentally) through their engagement with Menslink staff, volunteers or activities.

Together with the CEO, ensure we are adequately resourced to meet the current and anticipated needs and expectations of our clients and the community more broadly.

Together with the CEO, ensure that our activities and operations continue to enhance and protect Menslink's reputation as a leading supporter of young men, their families and the Canberra community.

Program Management

Oversight of all current and future programs to ensure they are meeting the current and anticipated needs of our young men and the community more broadly.

Ensure our programs remain relevant and deliver the impact for young men and their families expected of us by our stakeholders. Ensure that we balance the overall reach of the organisation (supporting as many young men as possible) with the depth of support and relationship necessary to support them through tough times.

Ensure our programs are aligned with best practices wherever possible in education, mental health and youth support fields. It is particularly important that our programs do no harm to vulnerable young men; whether through design, operation or omission.

Support program managers and the organisation more broadly to develop and adapt our programs in line with new opportunities, changing societal expectations or the environment that our young men live in.

Financial Management

Ensure sound financial management of the organisation in line with industry best practice and to protect and maintain our assets.

Ensure our programs continue to deliver exceptional value for money to stakeholders, especially our unit costs for service delivery.

Prepare and manage annual budgets and forecasts and monthly financial reporting to the CEO and Board.

Ensure our financial management practices, processes and systems pass annual audit without qualification. Liaise with the appointed auditor each year.

Compliance and Risk Management

Develop and maintain Menslink policies and organisational procedures to ensure compliance with all relevant legislation, Government requirements, ethical standards and industry best practice

Ensure our staff and volunteers comply with our policies and operate to the highest levels of safety and wellbeing for our clients, families, stakeholders and each other.

Regularly review risk management practices, existing and emerging risks to the organisation, our staff and clients and ensure we are managing risks effectively and efficiently across all our operations, including with effective insurance coverage..

Review actual and near-miss incidents to ensure we both deal with them properly and also that we take learnings for the future to ensure the safety and wellbeing of all those involved with Menslink.

Ensure we continue to promote and practice a culture of safety and wellbeing across all our staff and volunteers.

Systems and Administration

Ensure our systems (IT, financial, administrative – whether inhouse or outsourced) are fit for purpose, future-ready, low risk and cost effective.

Where new systems are required, develop effective business and project plans and oversee implementation.

Stakeholder Liaison

Together with the CEO, liaise with government, community sector and business stakeholders to ensure we have positive relationships and are able to take advantage of funding or other opportunities as and when they arise.

Maintain effective communication and links with relevant ACT Government Directorates and Ministers and represent Menslink at meetings as and when required.

Manage funding obligations to government and sponsors, including acquittals and other regular reports as required. Ensure Menslink is consistently well regarded by funding bodies.

Assist the CEO in promoting the work, achievements and outcomes of Menslink.

Assist the CEO in developing and running fundraising and other community events, including the Business Breakfast, Big Night Out, Great Walk and Midweek functions.

All staff are expected to uphold Menslink's values, standards and policies and commit to a process of continuous improvement throughout their employment.

Protection of our young people from abuse or harm is of paramount importance to everyone at Menslink. It is critical that staff are above reproach in both their work and their own personal activities, as well as actively involved in harm prevention across our entire community. All staff at Menslink are covered under *Mandatory Reporting* (of abuse) legislation.