

**Lutheran Church of Australia
Position Description**

**Position title: Operations Manager**

**Line Manager: Finke River Mission Board Chairperson**

**LCA/District department: Finke River Mission**

**FTE: 0.6**

**Employment period: 3 years**

**Location: Alice Springs, Northern Territory**

**Objective of position**

This position will provide efficient and effective management of the non-pastoral operations of Finke River Mission (FRM)and its related entities. Located in the Mission Precinct in Alice Springs this will include overall responsibility for the Hermannsburg precinct and store. The position currently has four direct reports although this may change over time. This position works closely with the FRM Finance Secretary and the Board and includes sourcing and securing new funding opportunities and other activities to better enable the future and current operations of FRM.

**Primary responsibilities**

* Provide effective management for all FRM operational activities.
* Provide oversight and/or management of all non-pastoral staff in Central Australia with 4 direct reports.
* Provide management and/or oversight of all Central Australian FRM operations.
* Engage effectively with all stakeholders
* Seek and secure new funding opportunities, and oversee all grant applications
* Promote and support the FRM activities in Central Australia including welcoming and hosting visitors
* Provide regular reports to the FRM Board.

**Duties of Position**

* Build, lead and manage an effective team
* Liaise with external agencies and coordinate contractors
* Oversee and support operations of the FRM Store in liaison with Store Manager
* Participate in negotiated and agreed professional development
* Promote and build FRM business and explore and create new opportunities
* Management of four direct report staff
* Liaise with and develop excellent working relationships with all Lutheran entities in Alice Springs, and other district and national entities
* Ensure operations remains on budget and seek to improve performance
* Undertake other duties as determined by line manager
* Ensure adherence to existing and future Memoranda of Understanding
* Develop (with Board approval) and implement policies and procedures for best practice operations.

**Required qualifications, skills and qualities**

* LCA Professional Standards Training (or to be completed as soon as possible once employed)
* High level written and oral communication skills
* High level inter-personal qualities
* High level planning and organisational skills
* Excellent people management and leadership skills
* Sound business acumen and an ability to read and interpret financial reports
* Ability to work effectively when unsupervised and demonstrate initiative as appropriate
* Ability to maintain absolute confidentiality and exercise discretion.

**Desired qualifications, skills and qualities**

* Active member of the Lutheran Church
* Demonstrated commitment to living a life of faith, and models the Gospel of Jesus Christ
* Ochre Card/Working with Children or Vulnerable People type Check
* Demonstrated experience of working with diverse cultures.

**General terms of appointment**

* Willing to work in a Christian environment and uphold the values and teachings of the Lutheran Church of Australia.
* Agree to abide by all LCA and FRM policies and comply with procedures as applicable.
* Observe and comply with the LCA Work, Health & Welfare policies and procedures.
* After a three-month initial review, a position review will be conducted annually.