



## **POSITION DESCRIPTION: GENERAL MANAGER**

### **ABOUT YOGAHOOD AUSTRALIA**

Yogahood Australia is a not-for-profit yoga service organisation bringing the physical, mental, and emotional benefits of yoga to at-risk and underserved communities in Australia.

### **OUR VISION**

Yogahood Australia's vision is to see more people experience the peace, hope, and empowerment that comes from the practice of yoga.

### **OUR MISSION**

As a not-for-profit set up to serve the wider community, our mission is to provide free yoga classes to at-risk and underserved individuals in Melbourne, Victoria and right across Australia in the future.

### **OUR VALUES**

Sustainable Service, Adaptability, Courage, Commitment, Respect, Community, Openness, Integrity

**Position Title:** General Manager

**Reports to:** CEO

**Direct reports:** Program Coordinator, Volunteer Coordinator, Communications Coordinator, Brand Coordinator (vacant), Partnership Coordinator (vacant), Research and Development Coordinator

**Location:** The candidate must be based in Victoria, preferably in Melbourne. The team works remotely using Google Workspace, telephone and other digital platforms to undertake their roles.

**Term:** A minimum commitment of 12 months with possibility of extension; five (5) hours a week

**Salary:** This is a volunteer role

**Purpose of the role:** The General Manager oversees all functions of the organisation including finance, operations, administration, People and Culture and programs, predominantly through delegation and management of staff and volunteers. The General Manager will also ensure alignment between vision and purpose, strategy, external relations and internal operations.



## **Core Duties and Responsibilities**

- Contribute to the organisation's strategic direction in conjunction with the CEO
- Oversee the organisation's day-to-day operations
- Oversee the development, management and maintenance of fundraising activities, key external relationships (partners and sponsors) and raise awareness of Yogahood with internal and external stakeholders
- Oversee the running of yoga outreach programs including engagement with partner organisations and the volunteer cohort
- Oversee all recruitment of volunteers and directly manage People and Culture functions
- Ensure all activity is carried out within the allocated budget provided by the Board
- Develop monthly and quarterly reports on activity, KPIs and targets to be presented to the Board

## **KEY SELECTION CRITERIA**

### **Qualifications**

- Degree qualified

### **Experience and Skills**

- Demonstrated knowledge of and significant experience in the community sector, with a particular passion for yoga service and community health outcomes
- Experience in maintaining networks and developing partnerships
- Experience in managing volunteers and staff
- An ability to undertake and analyse research
- Proven experience working with Boards and a solid understanding of not-for-profit governance process, procedures and best practice
- Sound financial management skills
- Ability to communicate and engage with a diverse range of stakeholders
- Negotiation, facilitation and networking skills
- Strong administrative management skills
- Ability to work independently to tight deadlines
- Excellent time management skills



## PERSONAL ATTRIBUTES AND CAPABILITIES

### **Ethical**

- Has integrity and principles
- Upholds acceptable organisational culture and behaviour
- Exercises good judgement

### **Self-Disciplined**

- Highly self-motivated with the capacity to work autonomously and remotely
- Set tasks and areas of responsibility
- Sound time management skills

### **Collaborative**

- Works with others to achieve common goals
- Engenders a spirit of teamwork
- Inspires trust

### **Organised**

- Manages own time to achieve key outcomes
- Manages competing demands

### **Innovative**

- Finds ways to work better and smarter
- Generates options and ideas
- Implements improvements, processes and options

### **Determined**

- Researches options and sets a clear path
- Deals with obstacles and impediments
- Has clear goals

### **Analytical**

- Reviews arguments and opinions before making judgment
- Presents clear and logical arguments
- Takes a systematic approach when building toward improvements

### **Resilient**

- Recovers from setbacks
- Overcomes obstacles and impediments
- Learns from experience and identifies areas for self-development



### **Professional**

- Prioritises work; delegates appropriately demonstrating an understanding of organisational, team and individual priorities and capacities and ensures that key requirements are met
- Accountable for outcomes and delegates to achieve outcomes
- Professionally represents the organisation while upholding and building its reputation

### **Supportive**

- Encourages others to attain and achieve goals
- Listens actively and inspires confidence

### **Flexible**

- Adapts to changing circumstances
- Prioritises work and addresses what is most important

### **Apply**

**Please send your CV / LinkedIn profile and a cover letter to [ceo@yogahood.org.au](mailto:ceo@yogahood.org.au)**