



JOB DESCRIPTION

POSITION:	General Manager
REPORTS TO:	Waikato Environment Centre Trust Board
LOCATION:	242 Peachgrove Road, Claudelands, Hamilton
KEY RELATIONSHIPS:	Trust Board Member organisations Funding Agencies Central Government Agencies Local Government Partner Agencies Centre Tenants

About the ENVIRONMENT CENTRE:

The Waikato Environment Centre is a Charitable organisation governed by the Waikato Environment Centre Trust. The Centre is a hub for community environmental education, connection and information as well as a home for successful programmes like Kaivolution Food Rescue, E-Waste Recycling, the Sustainable Living retail outlet and a range of community education initiatives.

The trust mission is to be: 'a voice for the environment; a centre for learning and a catalyst for change'. Its vision is one of healthy environments supported by thriving communities that value a sense of community, that are empowering, that are inspirational and that operate with integrity.

Job Purpose

The General Manager is responsible for the successful leadership and development of the organization according to the strategic direction set by the Board of Trustees.

Primary Duties and Responsibilities

Leadership

- Participate with the Board of Trustees in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Trustees of internal and external issues that affect the organization

- Act as a professional advisor to the Board of Trustees on all aspects of the organization's activities
- Foster effective team work between the Board and the Centre Manager and between the Centre Manager and staff
- In addition to the Chair of the Board, act as a spokesperson for the organization
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when appropriate
- Represent the organization at community activities to enhance the organization's community profile

Operational planning and management

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization
- Ensure that the operation of the organization meets the expectations of its clients, Board and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate
- Ensure that personnel, member, donor and volunteer files are securely stored and privacy/confidentiality is maintained
- Provide support to the Board by preparing meeting agenda and supporting materials

Program planning and management

- Oversee the planning, implementation and evaluation of the organization's programs and services
- Ensure that the programs and services offered by the organization contribute to the organization's mission and reflect the priorities of the Board
- Monitor the day-to-day delivery of the programs and services of the organization to maintain or improve quality
- Oversee the planning, implementation, execution and evaluation of special projects

Human resources planning and management

- Determine staffing requirements for organizational management and program delivery
- Oversee the implementation of the human resources policies, procedures and practices including the development of job description for all staff
- Establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations

- Recruit, interview and select staff that have the right technical and personal abilities to help further the organization's mission
- Ensure that all staff receive an orientation to the organization and that appropriate training is provided
- Implement a performance management process for all staff which includes monitoring the performance of staff on an on-going basis and conducting an annual performance review
- Coach and mentor staff as appropriate to facilitate strong team culture, personal and professional development.

Financial planning and management

- Prepare and present a draft organisaitonal cost-effective budget, including sub-budgets for major projects
- Ensure aequate funding for the operation of the organization is secured
- Research funding sources, oversee the development of fund raising plans and write funding proposals to increase the funds of the organization
- Participate in fundraising activities as appropriate
- Approve expenditures within the authority delegated by the Board
- Ensure that sound bookkeeping and accounting procedures are followed
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization
- Ensure that the organization complies with all legislation covering taxation

Community relations/advocacy

- Communicate with stakeholders to keep them informed of the work of the organization and to identify changes in the community served by the organization
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians, and other organizations to help achieve the goals of the organization

Risk management

- Identify and evaluate the risks to the organization's people (clients, staff, management, volunteers), property, finances, goodwill, and image and implement measures to control risks
- Ensure that the Board of Trustees and the organization carries appropriate and adequate insurance coverage

Ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage

Person Spefication

Skills and experience

- Proven people leadership skills
- Strategic visionary thinker
- Excellent stakeholder relationship skills
- Excellent written and communication skills.
- Strong organisational and team building skills.
- Understanding of not for profit funding requirements and the principles of social enterprise.
- Sound understanding of the concept and philosophy of embedded sustainability.
- Awareness of the interdependence of social, economic and environmental issues.
- High level of financial literacy, experience developing and managing budgets.
- Experience in marketing/public relations.
- Understanding of empowerment and community development principles.
- High level of computer skills.

Personal Attributes

- A commitment and interest in environmental issues and the principles of sustainability.
- Enthusiasm and dedication.
- Self motivated and able to work independently.
- Ability to inspire and motivate others.
- Strong people skills, able to interact with a wide range of people and groups.
- A willingness to work in an environment focused on creating social change and the flexibility and resilience needed to work in such an environment.
- Ability to think creatively alongside the technical and practical demands of the position.

Hours of Work and Term of Contract

- The position is based on 40 hours per week. Flexibility is required regarding weekend and evening work.
- Performance review to be conducted by the Board.