



THE MAN CAVE

POSITION DESCRIPTION

Position Title: Head of Operations - The Man Cave

Reports to: CEO

Position type: Full-time - 5 days per week at our offices Melbourne, Australia

Salary: \$65,000 package + performance incentives

ABOUT THE MAN CAVE

[The Man Cave](#) is a preventative mental health and emotional intelligence non-profit organisation for young men aged 13-18 years. Through transformational workshops, camps and keynote presentations we facilitate courageous conversations and long-term behaviour change focused on healthy masculinity, mental health, respectful relationships and gender equality.

Since 2014, we have positively impacted the lives of over 3,000 young men across Australia; 92% of our participants 'strongly recommend' the program to other young men. Exemplified through our work, we believe it is incredibly important to be actively developing greater self-awareness and creating healthy perceptions about personal identity, gender, and mental health to support the development of young people through their turbulent times of life. Despite no direct marketing in 2017, we have been inundated with requests from schools and community groups to work with their young men. We are excited to build upon this momentum in 2018 and beyond.

POSITION SUMMARY

Due to the increasing size and demand for the work of The Man Cave, we have created the opportunity for an experienced, innovative, values-aligned and passionate individual to step into the role of Head of Operations to lead the operations and scale our organisation. This successful candidate must have the ability to realise the vision of the organisation and to communicate that vision to all stakeholders.

The Head of Operations will need to bring energy, focus and business acumen to achieve growth and sustainability for the organisation and great outcomes for our clients.

The Head of Operations will be accountable for developing systems and processes to achieve excellence in all aspects of the organisation and especially to position the organisation as a leader in supporting young men in the field of mental health. An understanding of the sector is desirable including industry trends, research activity and trends in best practice. The Head of Operations will be a 'people person' and will represent and articulate The Man Cave's needs, challenges and organisational goals at every opportunity.



THE MAN CAVE

PURPOSE OF THE ROLE

The Head of Operations will be accountable for providing effective systems and processes to achieve the organisation's vision, whilst conducting its mission in accordance with its values and commitments. The Head of Operations is instrumental in the development of strategy, policies and operational procedures for approval by the CEO.

KEY ACCOUNTABILITIES

1. Financial, Tax, Risk and Facilities Management

Recommends yearly budget for CEO approval and prudently manages organisation's resources within those budget guidelines according to current laws and regulations.

2. Business Systems & High Performance

Responsible for the development and implementation of best practice organisational systems and processes, which includes all staff being informed and trained in these systems and processes.

3. Human Resource Management

Effectively manages the human resources of the organisation according to authorised personnel policies and procedures that fully conform to current laws and regulations. Leads employees to encourage maximum performance and dedication, and evaluate performance. Develops procedures and systems to maximise volunteer recruitment, impact and retention.

4. Community and Public Relations

Assures the organisation and its mission, programs, products and services are consistently presented in strong, positive image to relevant stakeholders.

THE KIND OF PERSON WE'RE LOOKING FOR

- You are confident and capable of leading and developing staff, volunteers, engaging with sponsors, suppliers and partners
- You have excellent interpersonal, consultation, negotiation, written and oral communication skills
- You demonstrate the capacity to work autonomously as well as the ability to work constructively in a small team and start-up environment
- You have a demonstrated capability in strategic planning, business and risk management, and financial reporting
- You have experience managing and moderating teams and multiple stakeholders
- You don't necessarily need non-profit experience but you have a strong passion for social justice
- You love solving complex problems, working hard alongside a team that you lead and not giving up until a mission is achieved
- You are action-oriented, innovative and take initiative to leverage business challenges and opportunities



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FURTHER DETAILS

For further information or to apply for this role please send your CV, cover letter and a summary of how you will be able to fulfill the Key Roles/Responsibilities, including your previous experience (no more than 2 pages) to careers@themancave.life. Bonus points for an additional 90 second video application!