



## POSITION DESCRIPTION

Position Title: General Manager

Reports to: CEO

Position type: Permanent full-time or part-time (0.8 FTE).

Based at our office in Collingwood, Melbourne

Salary: Dependent on candidate

Close Date: Sunday October 25, 11:59pm.

*Women, (people from) LGBTIQ+ communities, Aboriginal or Torres Strait Islanders, people with disabilities, and CALD backgrounds are strongly encouraged to apply.*

- Are you a bold and values-driven leader who has successfully grown a for-purpose organisation? Have you overseen the smooth and efficient operations and governance of an organisation?
- Are you an innovative strategist who can mobilise and inspire a team? Do you receive energy from coaching and equipping staff to reach their potential and hit their goals?
- Do you deliver what you say you will do and pay attention to the details that matter?
- Are you looking for a life changing opportunity to make a massive impact in the world?

If so, The Man Cave would love to hear from you.

## ABOUT THE MAN CAVE

[The Man Cave](#) is a fast-growing non-profit that focuses on preventative mental health and emotional intelligence for young men and the adults in their lives. Through impactful programs, role models and resources we facilitate courageous conversations and long-term behaviour change focused on healthy masculinity, mental health and respectful relationships.

Since 2014, we have positively impacted the lives of over 18,000 young men across Australia and 95% of our participants 'strongly recommend' the program to other young men. We have worked with 3,000+ parents, teachers and community members to better support the young men in their lives. We have received global recognition from incredible world leaders such as Her Majesty the Queen, Prince Harry and Meghan Markle to name a few. We are very excited to build upon this momentum in 2021 and beyond!

Get in touch

If you have any questions

Email us at [careers@themancave.life](mailto:careers@themancave.life)

[themancave.life](http://themancave.life)



## POSITION SUMMARY

Reporting directly to the CEO, the General Manager, is a member of the Leadership Team responsible for identifying and delivering sustainable growth through new business opportunities, as well as developing and supporting the implementation of the organisation's strategic, business and marketing plans.

You will support and empower staff to break through barriers and achieve their goals, while also playing an active and lead role in helping expand The Man Cave's offerings and impact to a national level.

## KEY RESPONSIBILITIES

### 1. Business Strategy

- Provide evidence-driven and future-focused recommendations to the Leadership Team, CEO and Board on strategic and business opportunities that will accelerate TMC's mission
- Oversee the timely implementation of key strategic projects, including budget management and goal-tracking
- Develop relationships with key strategic partners
- Deploy best-practice approaches to business growth, with a purpose-driven and values-driven lense

### 2. Operations

- With the support of TMC staff
  - ensure the day-to-day operations of TMC run smoothly
  - recommend and oversee the execution of improvements to TMC's operations and processes, including in areas such as marketing, CRM, systems etc.

### 3. Board Reporting

- Act as a conduit between the Leadership Team and the Board and CEO in the preparation of Board reporting

### 4. Financial management, Risk and Governance

- Work with project manager to maintain budgets and optimise financial performance

### 5. People & Culture

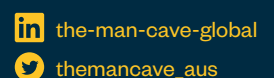
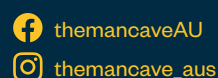
- Developing and rolling out systems that ensure our people always feel that TMC is a great place to work
- Supporting staff to execute their project goals, via mentoring, coaching and development

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## THE KIND OF PERSON WE'RE LOOKING FOR

- You are bold, experienced and are excited by challenges
- You have a long-term and systems-level outlook on strategic opportunities
- You place a heavy emphasis on action and tangible results
- You take initiative to solve problems independently and creatively
- You are efficient and effectively manage your time
- You have excellent attention-to-detail
- You have strong interpersonal, written and oral communication skills
- You demonstrate the capacity to work autonomously as well as the ability to work constructively in a small team environment
- You are comfortable working in a start-up, high-performing environment
- You are passionate and committed to supporting young people reach their potential
- You are comfortable around topics such as mental health, gender and sexuality
- You have a level of comfort and effectiveness in dealing with conflict
- You are a fast learner and are able to absorb information and learn new skill-sets
- You are able to commit to a minimum of 18 months to the role

## REQUIREMENTS

- Minimum 3 years in a professional environment in a GM/COO/CFO or similar role
- Strong attention to detail
- An enthusiasm for learning and self-reflection
- Organised, efficient and communicative
- A valid Working With Children Check is mandatory requirements of this position and will be required prior to commencement

The Man Cave is committed to being a child safe organisation. We have zero tolerance for child abuse.

## FURTHER DETAILS

To apply for this role, please complete the online application form here - <https://forms.gle/8HXHCZ4txnt6KEcz5>, which also requires you to upload your cover letter and CV. If you have any questions, please enquire via [careers@themancave.life](mailto:careers@themancave.life).

Applications close midnight, Sunday 25 October, or when the suitable candidate is found.

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