

Expressions of Interest

Operations Manager required

Community Arts Network (CAN) is seeking expressions of interest from suitably experienced and qualified candidates to provide high level support to the General Managers by ensuring the smooth day to day running of the organisation and contributing to its long-term sustainability.

This is a permanent, part-time position at 22.5 – 30 hours per week.

The key accountabilities of the role are:

1. Managing and improving operations and systems to realise the goals and values of the organisation
2. Managing contractual requirements and reporting processes
3. Providing research and support to funding applications and business development proposals
4. Providing support to General Managers for Human Resources
5. Providing high level administrative support to the Board and General Managers in relation to governance

Requirements

We are looking for a positive, proactive individual with good judgement and outstanding organisational skills. You will require a track record in effective operations and/or production and contract management to undertake this role. You will also need to demonstrate your capacity to manage competing priorities to achieve responsibilities within agreed timelines and budgets.

CAN maintains flexible work practices for staff (working remotely, job sharing and flexible hours) and most projects are delivered in regional communities. If you can demonstrate a capacity to initiate and maintain strong systems that accommodate such flexibility, you will be a compelling candidate.

All CAN workers require an appreciation of the arts, plus high level communication skills. CAN projects and activities engage people of Aboriginal and/or culturally and linguistically diverse backgrounds so cross-cultural competence and understanding is also essential.

Proficiency in a language other than English is always an advantage.

In particular, the Operations Manager will:

Operations and systems management

- Oversee the effective day to day administration of the organization with support from the office administrator.
- Identify opportunities for operational improvements and implement accordingly
- Managing organizational data and record keeping.
- Support the day to day management of the organisation's IT systems.
- Support effective staff and contractor recruitment, induction and training as required

Contracting and Reporting

- Ensure the timely and accurate management of contract processes with funding agencies including coordination of reporting requirements with relevant staff and stakeholders
- Coordinate evaluation requirements on all funded projects

- Maintain current knowledge of all reporting requirements and performance criteria of relevant funding agencies
- Coordinate the completion of Board papers, reports and minutes for bi-monthly Board meetings

Research and Support for Funding Opportunities

- Maintain current knowledge of potential funding sources relevant to organization and identify opportunities in a timely manner
- Effective and timely support in the development of funding applications
- Research information and ideas to underpin funding applications and business development proposals

About CAN

CAN's vision is towards a just, diverse and resilient society. At CAN we know that arts transforms communities. We bring artists, creatives and diverse communities together to share stories, learn from each other and make inspiring art. Through this we've seen lives change and communities strengthened.

CAN has a 30+ year history and is recognised as a national leader in facilitating the production of community arts that delivers social outcomes for participants. Our work is concentrated with communities on Noongar Country and we are now expanding our work with CaLD communities of WA.

The CAN team comprises a small core staff of experienced practitioners and organisational managers plus project specific creative teams (coordinators and artists) contracted to deliver defined projects. The culture of the organisation is collaborative and supportive, balancing the need for clear expectations of staff and program delivery, with being responsive to the dynamic nature of complex communities.

CAN values

Respect - We honour the inherent worth of all people, cultures and the environment

Social Equity - We believe everyone deserves the opportunity to engage, participate and flourish

Resilience - We foster connectedness through the arts for strong and thriving communities

Creativity - We create art that inspires the sharing of culture and identity

EOI process

Interested applicants should provide:

- a) A two page EOI outlining
 - relevant skills and experience
 - how your work history and personal approach aligns with this role and CAN's values
- b) A current CV

Shortlisted applicants will be contacted for interviews the week commencing 11 February 2019.

Please send submission to admin@canwa.com.au by close of business, Wednesday 6 February 2019.