



Job Advertisement – Operations Manager – National

Lead and develop a team to oversee the day-to-day administrative operations of Young Life – a registered charity with the goal of meeting the needs of disadvantaged young people across Australia

- Contribute to meeting the needs of at risk and disadvantaged young people
- Develop and implement operational policies, procedure and best practices
- Manage a team and ensure high quality program delivery Australia wide
- Be part of a Christian motivated organisation with a strong mission
- FTE 0.8, 12 Month Contract

About Young Life Australia

Young Life is a national organisation which serves communities by assisting adolescents who are at risk or disadvantaged, through fostering personal growth, leadership development, and outreach programs for young people.

About the Role

We are currently looking for an experienced Operations Manager to join our team in the National office. Key duties will include:

- Assist in Leadership and staff recruitment and development including HR policy and procedure
- Assist in the development and execution of strategic and business plans
- Support fundraising and financial sustainability of the organisation through strong financial accountability
- Oversee finance, marketing, communications and admin teams
- Ensure compliance with WHS regulations, company regulations and child safety standards

About You

- Alignment with Young Life's mission including the Christian faith
- Possess leadership experience in previous operations or administrative roles
- Have experience in working across multiple jurisdictions
- Demonstrate strong communication and relationship-building skills
- Can supervise and develop staff

Desirable:

- A qualification in a relevant field
- Experience working in a non-for-profit organisation

Benefits

- Opportunity to be a part of a meaningful and impactful global organisation
- Professional development and training opportunities
- Flexible hours – schedule to fit around family and study
- Supportive and faith-centred work environment
- Social Community Home Care & Disability Services Award – Social and Community Services Employee, Level 5

To apply, please send your resume, two referees (one pastoral) and a cover letter addressing the job description (no more than two pages) to hr@younglife.org.au by **Thursday 12 February, 5pm.**

Position Description: Operations Manager