



Contact: 08 8931 0093
Address: 38 Catalina Road, Marlow
Lagoon NT 08305
Email: admin@rdatopend.org.au

Position Description: Operations Manager

Reports To: Management Committee

Award: Social, Community, Home care and Disability Services industry Award (MA000100)

Remuneration: Min. Level 5.1

Position Purpose

The Operations Manager is a senior leadership role responsible for overseeing and ensuring the best practice implementation of plans endorsed by the Management Committee, including the Strategic Plan, Business Plan and Budgets. This position comes with significant responsibility and requires a highly adaptable and versatile individual who can address and solve a wide variety of operational challenges that may arise. The Operations Manager will lead and manage the operational aspects of RDA's equestrian programs in the Top End, ensuring they align with the overall mission and strategic goals of RDA Australia.

Key Responsibilities

Planning Administration

- Provide leadership and vision by assisting the Management Committee and staff with the development of long range and annual plans, and with the evaluation and reporting of progress on plans
- Oversee preparation of an Annual Report summarizing progress on short and long-range plans and proposals
- Arranging meetings, including attendance and agenda & minutes

Overseeing Operations

- Build and maintain relationships with all stakeholders
- Providing regular reports as requested by the Management Committee
- Monitor and address government changes in relation to not-for-profit organizations
- Ensure quality control data and records are maintained accurately
- Ensure Workplace healthy safety standards are met
- Attend the RDAA AGM
- Receive and manage feedback and complaints



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Project Management

- Oversee project plans, budgets and booking of materials required to execute projects
- Organise duties and delegate roles to staff and volunteers in liaison with the Program and Volunteer Coordinator
- Meet project reporting requirements by their due date

Human Resource Management

- Supervising a small team
- Monitor employee training and development
- Maintain and review RDA Top End Policies
- Employee relations – ensuring all government legislation is met
- The General Manager requires committee approval for employment and dismissals

Financial Management

- Attend annual budget meetings with the Treasurer
- Provide recommendations regarding investments and cash strategies
- Ensure that all expenditure is within the allocated budget
- Actively seek and apply for grants, fundraising events, government grants, corporate sponsorship, horse sponsorship and general funding opportunities
- Manage NDIS requirements and opportunities

Fundraising, Marketing & PR

- Identify advertising opportunities for events, programs, fund raisers, volunteer assistance etc.
- Oversee the planning, development and implementation of targeted fundraising campaigns, events and appeals
- Co-ordinate and build relationships with sponsors and donators to the organization
- Liaise with the Volunteer and Program Coordinator to ensure that appropriate resourcing and support of staff are in place to develop and deliver fundraising events and programs

Key Performance Indicators (KPIs)

- Compliance with all legislative and organisational requirements related to not-for-profit organisations
- Reporting requirements to stakeholders met by due dates
- Increase self-generated income
- Increase fundraising and sponsorship income
- High levels of stakeholder satisfaction and engagement



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Key Skills and Attributes

- High level of organisational skills, including planning and reporting.
- Demonstrated ability to manage and supervise a team.
- Demonstrated ability to multi-task and work in a fast-paced office setting.
- Effective and responsive problem-solving and mediation skills.
- Demonstrated ability to share skills and knowledge with others.
- Proven ability to cope with conflict, stress and crisis situations.
- Strong leadership and team management skills.
- Exceptional organisational and problem-solving abilities.
- Excellent communication and interpersonal skills.

Qualifications and Experience

- Previous experience in a similar position or industry is highly valuable.
- Demonstrated ability to manage key tasks and responsibilities similar to the role you're applying for.

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