



Operations Manager Buddhist Society of Western Australia

- Full time volunteer position, based in Nollamara

About Buddhist Society of Western Australia (BSWA)

The Buddhist Society of Western Australia is a non-profit organisation with the aim of helping people learn the teachings of Buddhism and to see them in practice in their own lives.

About the role

The Operations Manager role is a newly created role and will be responsible for the day to day running of BSWA. Being directly accountable to the Executive Committee, the Operations Manager also undertakes governance and fund raising. More details on the roles and responsibilities are as follows:

GOVERNANCE and OPERATIONS

- Leads and manages the delivery and development of services.
- Oversee all policies and procedures for different administrative departments across all BSWA locations.
- All appropriate Processes are documented, annually reviewed (and updated if required), with adoption by all impacted stakeholders.
- Emphasise Broadcasting resources and development for further initiatives.
- Operations Manager has the experience and professional management skills to meet Compliance, Funding and Administration requirements.
- Development of Strategic goals with each key unit.
- BSWA regularly reviews Governance performance against published ACNC and State standards.

COMPLIANCE

- All legal obligations and ethical standards are met (ATO, ACNC, Insurances, Memberships, HR, OHS, Sexual Harassment, Child protection, IT, Privacy, Dispute resolution, Code of Conduct...).
- Standards and reputation are consistently high within the Buddhist community in Australia and the BSWA shows leadership on important issues.

- Oversee service agreement negotiations.

FUNDING

- Create a three-year Funding plan for Dhammaloka, in particular, and other facilities (as directed)
- Community and Cultural Grants and/or Sponsorship (Government and Corporate) are identified and utilized.
- Donations (expansion of online potential).
- Fundraising events (development of new initiatives).

COMMUNITY DEVELOPMENT

- Prepare the future of “Dhammaloka and Perth” plan detailing activities and monastic involvement.
- Organise Consultative community reviews to assist future activities.
- The creation of a proactive volunteer management process, taking advantage of many free and local volunteer expertise.
- Volunteer application processes and training courses are compliant (e.g. Police checks, Referees, Working with children card, appropriate training in Mental Health Care services)
- Care (listening) Group is project managed, compliant and gradually resourced to support the growing needs of the community.
- BSWA will be cautious on matters of accreditation and establish panels of trusted experts to triage cases and referrals.
- New Social welfare programs like Chaplaincy training for prisons, university and schools visits are compliant.
- Oversee potential physical redevelopment of Dhammaloka / Improved infrastructure for better utilization of the whole centre, with improved meeting spaces.
- Possible Leadership/Internship program, KM, Youth, Dhamma School and other group’s programs.
- Community social engagement activities (for team building and health promotion) through complimentary activities (Yoga, Tai Chi, Arts, etc.) – if endorsed by the Sangha.
- Improved sense of harmony and belonging, increase in the well-being of staff, volunteers, members, guests and visitors through thoughtful initiatives.

PUBLICITY AND PUBLIC RELATIONS

- Contact person for local government and other community representatives, including the Media, unless the Sangha is required.
- Oversee communications: Promotion of BSWA activities and community engagement via its website, publications, newsletters and social media channels.

Essential Skills and Attributes

- ✓ Bachelor’s degree in related discipline.
- ✓ Experience in similar role in Not-for-Profit sector.
- ✓ Demonstrated success across all aspects of an Operation including Human Resources, Audit, Funding and Risk.
- ✓ Experience leading a multi-cultural team with sensitivity and care.
- ✓ IT skills and knowledge/leadership of Broadcasting and Internet competencies.
- ✓ Highly effective management skills, and patient problem-solving ability.

- ✓ Evidence of written and oral communication skills.
- ✓ A sensitivity and understanding of Buddhist philosophy and practice.

How to Apply

- Email Dimi, Admin Officer at admin@bswa.org with the following:
 - Your resume and a short cover letter outlining your suitability based on the above criteria.
 - Include two referees in your job application.
- For enquiries about the position, please contact Dimi at (08) 9345 1711

Further Information

Application closes at 4pm (AWST) on 17 Jan 2020.

Shortlisting may commence before closing date. Only suitable candidates will be considered and contacted if shortlisted.

You must be eligible to live and work in Australia and hold the relevant legal documentation (visa, passport)

Before an offer of employment can be made, BSWA requires a National Police Clearance, not older than 6 months and a Working With Children Check to be submitted.

For more information on BSWA, please refer to our website:

<https://bswa.org/>