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Operations and Governance Coordinator

Background information

The Community Broadcasting Foundation is a champion of community media – Australia’s largest independent media sector. Each year, we distribute more than \$20 million in funding to strengthen over 450 community media organisations across Australia. These organisations produce media for the community, by the community.

About us

Our grant programs help community media organisations in urban, regional, rural and remote Australia to produce media. We provide Development & Operations, Content, and Sector Investment grants.

The projects we fund range in size and scope: from nation-wide projects that enhance the impact of community media, to grants for equipment or capacity building on a local level. Many of the projects we fund support the production of content that is shared with audiences on-air or on-demand. Programs, series and segments share information in community languages, foster discussion about issues and raise the profile of community groups and services, musicians, artists and storytellers.

The voluntary involvement of experienced community broadcasters and industry experts within our work is at the heart of how we operate. Together, our volunteers review almost 1,000 grant applications each year. Our volunteers contribute their insights and experience so that our grant programs respond and adapt to meet the changing needs of the community media.

About the role

The CBF is seeking an experienced Operations and Governance Coordinator to support the Executive Officer with the day to day running of the organisation. The role will take ownership of third-party suppliers, IT and communications systems and support all areas of the business. The position will also be responsible for Governance administration including collating and managing Board papers and supporting the Finance, Audit and Risk Management Committee as well as assisting with Government and compliance reporting requirements.

The successful candidate will be highly organised and have exceptional communication, interpersonal and planning skills. They will have demonstrated success in drafting reports, managing compliance mechanisms and supporting all areas of the business to deliver on their functions.

Position Description

Job Title:	Operations and Governance Coordinator
Status:	Full-time, would consider part-time, ongoing
Location:	CBF Offices, Melbourne. Flexibility to work from home is available.
Reporting to:	CBF Executive Officer
Salary Range:	CBF Officer/Coordinator salary band 1 (\$84,455) pro rata plus employer contributed superannuation at 15.4%.
Terms:	All other terms of employment are in accordance with the CBF Enterprise Bargaining Agreement.
Objective:	Provide high level support to the Executive Officer in the day-to-day operations and governance requirements of the organisation.

Key responsibilities:

1. Operational Support:
 - a. Support the Executive Officer in the day-to-day management and operations of the organisation
 - b. Diary management and administrative support to the CEO and Executive Officer
 - c. Oversee all Information Technology and communication requirements of the organisation, including third party supplier arrangements and contracts
 - d. Improve capability and systems across the organisation
 - e. Coordinate and support a productive, engaged and cohesive Support Team environment
2. Governance Support:
 - a. Manage all administrative matters pertaining to quarterly Board meetings including compilation and distribution of papers, travel and event arrangements for Board members.
 - b. Oversee the Finance, Audit and Risk Management (FARM) Committee, including the drafting of minutes and reports, actioning the policy review schedule and risk management framework
3. Compliance Support:
 - a. Oversee all compliance reporting requirements, including ACNC
 - b. Assist with the development and delivery of Government reporting
 - c. In conjunction with other administrative personnel, manage the Work Health and Safety requirements of the business, including taking preventative action to help create safe, respectful and inclusive workplace.
4. Other duties as directed by the Executive Officer or CEO.

Stakeholder relationships

Internal	External
<ul style="list-style-type: none">• CBF Board• CBF FARM Committee• CEO• EO• Support Team	<ul style="list-style-type: none">• Australian Government• Third party suppliers• Community media organisations• Regulatory organisations

Reporting relationships

Reporting To	Frequency	Format
Executive Officer	Weekly 1-1 meetings	Verbal WIP

Required criteria:

Relevant knowledge, skills and previous experience

- Relevant work experience including demonstrated experience in:
 - Operational support functions
 - Taking minutes, drafting reports and policies and procedures
 - Risk management frameworks
 - Compliance reporting
 - Contract negotiations and supplier management
- Understanding of and experience in not-for profit regulatory and compliance environment
- Knowledge of national employment, WHS and mental health legal and regulatory frameworks
- At least 3-5 years in a similar role.

Personal attributes

- Highly organised and proactive in approach to workload and areas of responsibility
- Self-motivated and energetic. Ability to work both independently and as an effective team member, works with people in a positive, collaborative and collegiate manner
- Excellent communication and interpersonal skills to enable effective interaction with a wide range of people including culturally diverse stakeholders
- Strong diplomacy skills and highly developed emotional intelligence
- Creative, strategic and analytical thinker with a flexible, hands-on approach
- Ability to work under pressure, to multiple deadlines and independently manage time efficiently
- Excellent planning, organisational and problem-solving skills.

Desirable criteria:

- Understanding of, or awareness of community broadcasting sector.
- Experience or understanding of better practice in grant-making.

For more information on the work of the Community Broadcasting Foundation visit www.cbf.org.au

The CBF is an equal opportunity employer. Aboriginal and Torres Strait Islander peoples, women, people with culturally and linguistically diverse backgrounds, people of faith, people with a disability and people identifying as LGBTIQ+ are encouraged to apply.