



## **Position Description**

**Title:** Operations Coordinator

**Reporting to:** Executive Director

### **1. Background**

Urban Seed was founded in 1995 by Collins Street Baptist Church out of a desire to respond to homelessness and drug use around its building. Since that time, Urban Seed has become a well recognised not-for-profit organisation that prioritises and assists marginalised people while developing broader, supportive communities in the city of Melbourne and throughout Victoria.

It is, however, much more than a not-for-profit service organisation, seeing itself as a renewal movement within the broader church. As such, its formal programs are based out of the shared spiritual life of intentional community groups who live in proximity to each other and the poor, share regular meals and organise in order to publicly express the values of Spirituality, Community and Mission. These groups form what is known as the Seeds Network.

Seeds groups covenant yearly and gather twice-yearly to celebrate our common connections and commitments. Seeds groups are presently convened in Melbourne City; Long Gully in Bendigo; Norlane in Geelong and in Footscray. Whilst these groups have their own life and decision-making structures, some participate in and initiate Urban Seed projects. Urban Seed and Seeds projects are guided by the Christian tradition of hospitality to the poor and the prerogative to seek to address the underlying structural causes of poverty.

In the city, Urban Seed's free open lunch in Credo Café connects those at the margins with a range of holistic services. This includes drug harm minimisation activities, drug treatment referral work, access to health services, a homeless person's legal clinic, local advocacy and a range of recreational and spiritual activities.

At the broader community advocacy level, we are active participants in corporate, public and media discussion about the critical moral, spiritual, social and cultural issues of our time. Urban Seed is actively involved in a range of social justice campaigns and issues. We also provide education on these issues through seminars, school visits and City Walks for secondary schools. Walks are also a key component of our engagement with church, community and business groups.

Urban Seed is seeking an Operations Co-ordinator who would be expected to understand and facilitate the connections between these different structures, provide financial management and assist in the strategic development of this renewal movement. Ideally this person would be open to participating in the life of a local Seeds Covenant Group and broader Seeds Network.

## **Duties:**

### **Day to day operations of US:**

- Manage income and expenditure, budgeting, business and financial planning
- Develop and maintain a suitable and efficient administrative infrastructure in liaison with administration coordinator
- Monitoring and maintaining statutory regulatory compliance including reporting requirements, Occupational Health & Safety and risk assessment.
- Assist ED to set the agenda and prepare board papers including reports for all US board meetings
- Develop and monitor staff policies and procedures.
- Develop and monitor work place contracts and staffing roles.

### **Financial Administration**

- Budget preparation for submission and approval of Board
- Preparation in timely and accurate manner of monthly management accounts, annual financial statements, quarterly BAS statements, monthly PAYG and superannuation returns and other statutory returns including Annual Statement
- Oversee Payroll. Prepare fortnightly payroll and maintain payroll, leave, superannuation records, FBT and workcover records
- Maintain accounting software and accurate accounting records including debtors and cash management.
- Discuss and liaise with auditors to ensure timely completion of year end audit.
- Provide reports and advice on financial and accounting matters to Board and ED.

### **Sustainability and Fundraising**

- Chair sustainability meetings and develop fundraising strategy with ED and team and Seeds representatives.
- Develop strategic budgeting priorities in a user-friendly way gaining ownership of staff.
- Coordinate resource allocations with the Sustainability group across the Urban Seed/Seeds network.
- Evaluate and monitor new projects with the sustainability group.

### **Key Selection Criteria**

- Commitment to the community vision, values and practices of Urban Seed/Seeds.
- Proven ability in strategic *financial management* (accounting/business qualifications desirable not essential).
- Experience in *facilitation of strategic conversations and resource allocation* and transfers.(human and financial) across networks.
- Excellent *communication and interpersonal negotiation* skills.
- Experience in and *understanding of community development*.
- Administration abilities tailored toward *policy, project and systems development*.

## **Contact**