

POSITION DESCRIPTION

General Manager/Program Manager - role flexible depending on skills and experience

Location	Remote - Canberra based preferred but not required
Department	Management Team
Classification	General Manager or Program Manager
Remuneration	Up to \$120,000pa pro rata, including superannuation entitlements, depending on skills and experience
Hours	part-time (minimum 25hrs/week) to full time, depending on candidate preference. Hours will be averaged over a 4-week period
Term	Fixed term of 12 months, with intention to make ongoing if business grows
Direct Employer	GetAboutAble Pty Ltd

WHO IS GETABOUTABLE

GetAboutAble Pty Ltd is an Australian social enterprise that empowers people with mobility, hearing, vision, and other accessibility needs to participate in travel & leisure. GetAboutAble's objective is to inspire people with accessibility needs to get out and about, and to help the travel & leisure sector better attract and cater to the valuable accessible tourism market, both as consumers and employees.

GetAboutAble is a flexible and inclusive employer. We value the diversity of our team, including in disability, cultural background, ethnicity, age, gender identity, or sexual orientation. GetAboutAble is a multidisciplinary team that works collaboratively to ensure premium quality service delivery. To find out more about GetAboutAble visit www.getaboutable.com

GetAboutAble expects that at all times employees and contractors will:

- Be eligible to work in Australia
 - Be respectful towards the organisation, colleagues, clients and the public
 - Support GetAboutAble's vision and objectives and demonstrate its value
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POSITION SUMMARY

This is a new role critical to the consolidation and growth of GetAboutAble as an agent of change in the travel, leisure and tourism market. You are a well-organised person who brings order, enjoys solving problems, loves making people's lives easy, has an eagle eye for detail, and is passionate about leading a small team and working to create a future in which people with disability, their families and friends can participate fully in tourism experiences that meet their travel and leisure aspirations.

You are keen to grow and develop your skills, and will be comfortable with embracing an evolving role as GetAboutAble grows.

You take pride in working as part of a team to provide seamless operational support, enabling others to focus on what they do best. You are flexible, love variety and are happy operating at any level. You thrive on being the "go to" person for queries about how to get things done and you are adept at sharing information and coaching others.

You appreciate the big picture of our vision and balance that with a high level of attention to detail and a strategic mind-set that enables you to balance delivery of operational leadership and strategic support to the Founding Director.

GetAboutAble strongly encourages people with disability to apply for this role.

HOW TO APPLY

Send your CV and a statement addressing selection criteria for the role to contact@getaboutable.com. Applications will be assessed as received.

SELECTION CRITERIA

Qualifications

Essential

- At least two years experience working in an operational leadership role

Desirable

- Formal qualifications in tourism, business administration and/or project management will be highly regarded
- Strong track-record of designing and implementing successful process improvements

Experience

Essential

- Strong understanding of disability, accessibility and inclusion issues (a lived experience is highly desirable, but not essential)
- Demonstrated understanding of the challenges and experiences of people from diverse backgrounds including people with disability
- Previous experience in representing a business, managing day-to-day operations, reporting to non-executive Directors and external stakeholders, overseeing finance administration, securing grants and commercial agreements, and managing human resources
- Previous experience in development and implementation of business plans that align with strategic priorities of the business

Desirable

- Experience working with a social enterprise.
- Strong understanding of the travel and leisure sector.
- Experience with technical tools and ability to provide IT leadership..

Knowledge and Skills

Essential

- Successful track-record of working closely with colleagues in a small team
- Excellent interpersonal skills and interest in working with a diverse team
- Excellent attention to detail
- Understanding of and capability to deliver timely, accurate data for financial, project management and business development processes.
- Comfortable dealing with uncertainty and ambiguity and recognising when to seek clarification to ensure ongoing delivery of key outcomes
- Willingness to learn, excellent problem solving skills and ability to quickly develop new skills and tackle new areas of responsibility
- Able to manage multiple demands and stay calm under pressure

Personal Attributes

- High levels of professionalism and ability to represent GetAboutAble in public forums.
- Ability to work independently, be a self-starter and a reliable completer of tasks, while also being a positive influence and contributor to a team