**READVERTISED**

**Closes 9AM Monday 5 September 2016**

3CR POSITION DESCRIPTION

**Station Manager**

**Terms:** Permanent Full Time (subject to a four month probationary period)

**Hours:** 35 hours per week (9 day fortnight + RDO)

**Rate**: $41.00 p/h + 9.5% Superannuation

**Workers Agreement: Community Radio Federation Bargaining Agreement 2012**

**About 3CR**

3CR is Australia's first community-owned and community-run radio station, established in 1976 to provide a voice for people and communities working for social justice and for independent and progressive community media.

3CR is owned by its members, the Community Radio Federation, which represents the organisations and individuals who broadcast, support and listen to the station.

3CR is run by more than 400 volunteer station workers who broadcast more than 120 programs each week, in approximately 20 languages, supported by a small staff group and an elected Committee of Management.

**Station Manager Role**

The Station Manager has a central role in co-ordinating activities at 3CR to ensure our values, as a progressive, independent media and community activist hub, are present in everything we do.

Key responsibilities of the Station Manager are:

* overseeing the day-to-day management of the station
* coordination of and support for paid staff
* ensuring 3CR’s members – affiliate organisations, volunteer station workers and subscribers - are informed, participating and supported
* providing executive support and strategic guidance to the Committee of Management and Community Radio Federation
* providing long-term leadership to sustain 3CR as a progressive, independent media and community activist hub

The ideal applicant will have leadership experience in the not-for-profit community sector, a demonstrated commitment to social justice, the ability to work with a wide range of individuals and community organisations, and experience of independent community media.

The position involves after hours work, travel to conferences and meetings, and representing 3CR at community events and functions. The position reports to the 3CR Committee of Management.

**Specific Responsibilities**

**Staff Coordination & Support** - The Station Manager is responsible for day-to-day coordination and support of paid staff and contractors, for ensuring 3CR is a safe workplace, and for implementation of 3CR’s Enterprise Bargaining Agreement.

**Volunteer Support** - The Station Manager is responsible, with staff, for ensuring effective communication between staff, affiliate organisations, volunteer station workers, subscribers and listeners, and that 3CR’s communities are informed, participating and feel supported.

**Governance and Administration** - The Station Manager is responsible for ensuring 3CR’s regulatory obligations are met, that station policies and procedures are current and applied, for providing executive support to the Committee of Management and Community Radio Federation, and ensuring 3CR’s strategic and business plans are implemented.

**Financial Management** - The Station Manager, with the Finance Sub-Committee, is responsible for overseeing 3CR's finances, including preparation of annual budgets, monthly financial reporting and annual audit, and ensuring assets are appropriately maintained.

**Fundraising -** The Station Manager is responsible for overseeing major fundraising activities, including 3CR's annual Radiothon and Subscriber Drive, and investigating and developing new income streams that are consistent with 3CR's purpose and values.

**Key Selection Criteria**

**Applications must address each of the key selection criteria**

**Essential Skills and Attributes**

* At least 5 years’ experience working or volunteering in a community, not-for-profit organisation, preferably with leadership experience
* Experience in managing, coordinating and supporting staff and volunteers
* Experience providing secretariat & executive support to not-for-profit boards
* Experience developing, implementing and reporting on organisational strategic and business plans
* Financial management skills and experience
* Experience in co-ordinating fundraising in a community organisation
* Ability to work co-operatively with a wide range of individuals and organisations
* Highly developed organisational skills, specifically the use of strength-based approaches when working with CALD communities and employees
* Excellent written and verbal skills, including public speaking and social media skills
* Commitment to the purpose and values of 3CR

**Desirable**

* Experience in a community media organisation
* An understanding of what makes good, progressive community radio

**Application Details**

Potential applicants wishing to discuss the position prior to making an application should contact 3CR Chairperson, James McKenzie by email [jmck3cr@gmail.com](mailto:jmck3cr@gmail.com)

**Closing date – 9AM Monday 5th September 2016**

Applications may be submitted by email or post and marked confidential to:

Acting Station Manager

P.O. Box 1277

Collingwood 3066 or email to [stationmanager@3cr.org.au](mailto:stationmanager@3cr.org.au)

Applications by fax will not be accepted.