



TITLE	JCA Head of Operations (Full-time)
REPORTING TO	JCA CEO
PRIMARY RESPONSIBILITIES	Assisting the CEO with the ongoing leadership and management of JCA's operational facets, including, systems and processes, HR, IT, Data, and legal aspects.

ABOUT JCA:

Today, JCA is at the heart of our local Jewish Community in NSW and the ACT. As the primary fundraiser for our 25 supported organisations and a central point for strategic planning, our role is to serve the best interests of our community. Our supported organisations, deliver essential programs in Aged & Community Care; Culture, Engagement & Outreach; Holocaust, History & Heritage; Jewish Education; and Security & Advocacy. Every day, these programs enrich the lives of thousands of individuals and families in our local Jewish Community. It's an exciting time to join JCA as we gear up for a period of change and growth.

KEY RESPONSIBILITIES:

- Provide strategic input and assist the CEO, President, JCA Executive and Senior Leadership Team in driving and evolving JCA's strategic plan and organisational goals, while ensuring integration of the organisation's operations, fundraising, community planning and facilitation capabilities and activities.
- Oversee, review, and optimise organisational systems and processes to enable effective and efficient operations including updating JCA's induction process for both staff and volunteers.
- Management and preparation of all JCA Executive and Board of Governors meeting documentation.

- Manage the organisation's HR affairs, including contracts, policies, compliance, training, team building and associated risk management.
- Manage the organisation's legal affairs, including contracts, regulatory compliance, and risk management with the support of legal advisers.
- Ensure that the organisation has a data-driven culture and a best practice approach to data management and reporting.
- Provide leadership in IT strategy, ensuring robust and secure IT infrastructure and overseeing the management of hardware, software, and networks.
- Analyse and maintain broader charitable sector market research and provide best practice recommendations as appropriate.
- Project manage JCA's upcoming office relocation.
- Participate in all organisation-wide initiatives that require operational oversight, ensuring seamless integration and execution.
- Enable high performance within the organisation, preparing it for current and future challenges.
- Serve as a key member of the JCA's senior leadership team and assist with implementing the organisation's vision, mission, and goals, and to continue strengthening the culture that makes JCA a workplace of choice.
- Support and work collaboratively with all JCA departments and committees in implementing programs, services, and resources to increase the engagement of JCA member organisations and other stakeholders.
- As part of the senior leadership team the expectation is for the role to include engagement with broader activities of JCA, not limited to operations alone but also building understanding of the NSW & ACT Jewish community communal fundraising and philanthropic landscape.
- Annual fundraising - we are a communal fundraising organisation and every team member has responsibility for helping achieve our targets.
- Any other duties are deemed important for this position.

ABOUT YOU:

To be successful in this role, you will ideally bring the following skills and experience:

- Deep understanding of operational management including HR policies, IT infrastructure, and legal compliance.

- Demonstrable experience in translating strategic plans into actionable operational goals and KPIs, ensuring alignment with organisational objectives.
- Strong leadership skills with the ability to support and work across multiple business units, ideally in the not-for-profit or philanthropic sector.
- Excellent organisational, planning, and time management skills with a strong attention to detail to meet often competing deadlines.
- Strong interpersonal, written, and oral communication skills, including the capacity to present to diverse groups of people.
- Demonstrable success in driving organisational change, scaling operations, and optimising efficiency.
- Ability to see and articulate the big picture but still be comfortable with rolling up your sleeves in getting into the detail and data.
- A calm but analytical mindset, comfortable working within the grey.
- Comfort with asking for donations as part of our annual campaign.
- Flexible, adaptable, and enthusiastic attitude.

WHY YOU'LL WANT TO WORK WITH JCA:

- Opportunity to be a part of an incredible team and network of passionate organisations and volunteers making our local Jewish community stronger together.
- Be instrumental in driving organisational growth and impact at a transformative time for JCA.
- Attend inspirational events with influential speakers addressing a broad range of topics in community, social impact, and philanthropy.
- Flexible working environment and ability to work from home two days a week (or FTE).
- Extra leave for Jewish holidays.

TO APPLY:

Please send your CV and a covering letter stating why you would be a great fit for this role and our team to casandra@jca.org.au

Closing date: 08/03/24