

Operations Manager - JOY 94.9 Melbourne

JOY 94.9 is a community radio station based in Melbourne dedicated to serving the diverse gay, lesbian, bisexual, transgender, intersex and queer (GLBTIQ) communities. We are Australia's largest member based GLBTIQ organisation and one of the world's only GLBTIQ radio stations. As a self-funded not-for-profit we rely financially on sponsorships, donations and memberships. We have over 370,000 listeners in Melbourne and are rapidly expanding our online presence, on-track for one million podcast downloads. Our purpose is to provide a voice, break down isolation and celebrate the achievements of our diverse GLBTI communities. We value inclusion, respect, integrity, sustainability and leadership.

The Operations Manager is responsible for the day to day running of the support functions within the organisation. They have accountability for all aspects of the maintenance and management of all equipment, facilities and support services for the station.

KEY SELECTION CRITERIA:

Required skills / knowledge - contribute to the success of JOY 94.9 through:

- strong computer literacy
- excellent interpersonal skills
- strong planning and prioritisation skills
- ability to communicate with people from diverse backgrounds
- strong people management experience
- demonstrated experience in managing change
- broad knowledge of support services and requirements
- empathy, sensitivity and understanding of the GLBTI community and the values of JOY 94.9
- good understanding of community radio
- good working knowledge of the Station policy and procedures and Constitution

Academic qualifications / technical skills

- experience in multiple support disciplines

The role is full-time and receives an attractive salary based on relevant experience, including superannuation and the opportunity for bonuses.

Apply by sending your CV and a cover-letter to: ceo@joy.org.au

Your cover letter should outline your vision for the role and address the selection criteria.

Applications close Sunday 19th September 2016.