

Job description: Part-time Operations Manager

Organisation overview

Bribie Island Butterfly House is a not-for-profit tourist attraction. We are a community of passionate volunteers, breeding butterflies and cultivating food plants for caterpillars and butterflies. We are 100% run by volunteers, and 100% of surplus funds are donated to charities.

Our purpose:

- Provide visitors with quality education, enjoyment and a place of peace.
- Provide lasting friendships and a sense of purpose amongst our volunteers.
- Provide relief to those in need by donations to charities.

The role

This is a newly created position. As the Operations Manager, you will manage the Butterfly House's day-to-day activities, and report to the management committee.

This role will suit someone with a hands-on approach with excellent leadership and management skills to build a strong volunteer base as well as the ability to develop and implement successful management strategies. Additionally, this would be a great fit for a versatile environmentally conscious person who has a special interest/knowledge in entomology, specifically lepidopterology, and is passionate about supporting community organisations.

To be successful in this role, you must lead by example and be a passionate and enthusiastic leader with the ability to coach new volunteers.

This is a permanent, part-time position at the Butterfly House on Bribie Island, based on 12 hours per week with potential for more. Ideally, this is organised in three shifts of four hours, mainly on site from Sunday until Friday.

Salary: \$40 per hour, plus Sunday penalty rates, and superannuation.

Duties and responsibilities

- Team management: Lead our team of 60+ volunteers.
- Manage day to day operational requirements of the Butterfly House:
 - Occupational Health and Safety - ensure standards are in place and respected to ensure safe operations.
 - Laboratory (sterilised environment).
 - Garden and nursery
 - Administration
 - Sundry
 - Tours
- Ensure operating procedures are updated and current.
- Recruit and train new volunteers.

Attractiveness of the role

- Part-time, permanent position with opportunity for more hours.
- Unique work environment in a fantastic location (Bribie Island).
- Non for profit organisation: contributing actively to our local and regional communities' wellbeing by giving back (approx \$10,000 per month).
- Attracting more visitors to open the Butterfly House additional days is possible if the base of volunteers can be maintained and developed.

Key job requirements

- Demonstrated experience in team management.
- Good problem solving and conflict resolution skills.
- Excellent interpersonal skills.
- Current driver's licence and own vehicle.
- Self-motivated and enthusiastic.
- Ability to build rapport and liaise with different internal and external stakeholders (volunteers, visitors, team leaders, committee members and City of Moreton Bay council).
- Excellent organisational skills.
- Good computer skills (Word, Excel, emails).
- Current first aid certificate, or willingness to obtain one.

Desirable requirements

- Experience managing volunteers.
- Proven experience managing a venue attracting visitors (eg retail, tourism).
- Experience working in the not for profit sector.
- Certificate IV in Occupational Health and Safety.

Please submit your application with your cover letter and resume, addressing how you meet the job requirements, to: info@bribieislandbutterflyhouse.org.

Applications close: 5pm Friday 1 September 2023.