

## **General Manager Job Add**

Part Time – General Manager

Duration: Permanent

The Clothing Project (New Zealand)

Edgecumbe



### **About us**

The Clothing Project established in 2013, is a charity based on helping the most vulnerable people in our community; our children. The Clothing Project provides gift boxes of clothing to children that face material hardship; from the youngest (newborns including small/premature babies) to 12 years of age. We service the Eastern Bay of Plenty and work with a number of organisations that provide services to tamariki and their whānau. Our vision has always been more than simply providing clothing; it is about letting these children and whānau know that they are loved and valued and people in our community care about them.

To find out more, visit our website: [www.theclothingproject.co.nz](http://www.theclothingproject.co.nz)

### **About the vacancy**

The General Manager is the primary operational face of the organisation. As the General Manager, you are responsible for the day-to-day operations. This is achieved by developing and maintaining effective and successful relationships with the volunteers and community organisations.

This role will see you leading a team of dedicated volunteers to carry out and implement the organisation's strategic annual plan and other applicable operational plans as the board determines.

You will coordinate volunteer resources to meet the needs of the organisation and manage the wellbeing of volunteers. You will also need to complete administrative tasks required for smooth operation of the organisation.

The General Manager role plays a major part in achieving The Clothing Project purpose and vision across the Eastern Bay of Plenty.

This is a permanent part-time position of 15 hours per week role with potential to grow. This role can be based in the Eastern Bay of Plenty, however you will be required to be at our sorting facility, based in Edgecumbe 1 rostered day a week.

### **What you bring to the role**

You are passionate about key aspects of The Clothing Project and enthusiastic about helping children and whanau in our community.

You will have team leadership/management experience and your exceptional communication skills and natural ability to lead and to listen will see you effectively run our team. You will have confidence to plan, design, coordinate, make key decisions, engage with others, facilitate skills building and capacity strengthening across all relevant areas of The Clothing Project.

We are looking for the people with the following skills:

Fantastic communication skills, written, verbal and listening skills, including the ability to build and sustain effective relationships both internally and externally

- Experience in a similar role, demonstrating partnership management, volunteer coordination, and strategic planning capabilities
- Capable with using Microsoft Office Suite
- Demonstrate experience in managing social media
- Attention to details, reliability, efficient time management skills and proactive organisational capabilities.
- A NZ full drivers' licence

### **What's in it for you?**

We are committed to an inclusive workplace that promotes and values diversity, reflecting the communities we serve. We're a close-knit and supportive team. We foster a healthy, positive and encouraging work environment so that our team reaches their full potential, and we always manage to have a lot of fun along the way!

We offer you flexible working hours and remote working options.

If you are passionate about making the world a better place and looking for a job where you can make a positive difference within the community - then this could be the role for you. Please apply now!

For further information contact Kylie at [kylie@theclothingproject.co.nz](mailto:kylie@theclothingproject.co.nz)

To apply for this position please see attached Job Description and email your cover letter and CV to [admin@theclothingproject.co.nz](mailto:admin@theclothingproject.co.nz) Applications close 5pm Sunday 30<sup>th</sup> May 2021.