

Position Description

Position Title	Office & Wellness Manager
Location	Margaret River
Position Areas	Business Support
Type of Contract	Part Time (0.6FTE) Permanent

The Carbon Farming Foundation (CFF) has an opportunity for an Office and Wellness Manager to join our team and contribute their passion and energy towards our vital purpose. This position is based from our Head Office in Margaret River, on Town View Terrace

We are going through a rapid stage of development and are looking for a passionate team player to keep our digital and physical workspaces optimised for maximum team performance, and increase employee morale and company unity by providing health and wellness opportunities to our teams

1. Our Organisation

The CFF is an Australian non-profit providing AgTech and Project Service Solutions that are good for the planet. We exist to rapidly scale carbon sequestration and emission reduction activities in the Australian food and agriculture sector. Aiming to super-charge carbon farming as a nature-based-solution to climate change, to enhance biodiversity, holistically regenerate landscapes nation-wide, and accelerate Australia towards carbon neutrality.

2. The Role

Working closely with employees across all parts of our business, you will focus on providing the support needed to ensure that our team have everything they need to deliver the range of services we offer as a Not-for-Profit organisation to our Australian Farmers and Landholders

Some of the key responsibilities included in the role are:

- Organising/tidying the office to meet productivity and safety needs
- Purchasing/arranging all office supplies and equipment to maintain appropriate stock levels
- Arranging provision of equipment for new staff members
- Preparing meeting rooms for internal and client meetings
- Answering/directing general enquiry phone calls
- Monitoring/distributing incoming emails in our CRM system

- Facilitating organisational culture and staff engagement projects
- Recommending health and wellness activities
- Planning/coordinating social activities/events that provide opportunities for our team to connect on a personal level
- Planning/coordinating health and fitness activities
- Drafting documents in MS Office in support of leadership stream team members
- Advising on improvements for support function processes
- Drafting organisational process and procedure documents
- Creating PowerPoint presentations for internal audiences
- Coordinating third party vendors, including property management, cleaning, catering and security services
- Coordinating office improvement projects and capital works
- Negotiating with office vendors and office/building service providers
- Reconciling all account transactions in Xero on a weekly basis
- Administering all aspects of payroll including wages, leave, timesheets, allowances, and tracking
- Lodging/paying superannuation and BAS
- Paying our bills on time and seeking second signatory approval for large purchases
- Issuing PO numbers to team members in line with our Purchase Order Policy

3. Who We Are Looking For

This position will suit a problem solver with a customer centric approach. If you need rigid hierarchical structure, established processes and simple repetitive tasks, this isn't the position for you. You will have no problem taking action, thinking on the fly, and getting things done quickly when necessary, but you will also spend the time required to properly plan out those big projects.

We are seeking a motivated person who can add value to our productivity and culture

4. Attributes

- Self-directed, motivated, and dependable
- Inquisitive, tenacious, and self-reflective
- Communication comes easy and you are not afraid to speak your mind
- Organised, resourceful and open-minded, working without guidelines comes naturally

- Not precious about hierarchy, protocol, procedures, or rule books
- Convergent thinker who likes to focus on 'getting things done'

5. Required Skills & Experience

- A passion for providing support to cross-business teams
- An appreciation for productivity in the workplace and optimising processes
- Experience administering finance tasks such as payroll and invoicing, ideally using Xero or an equivalent platform
- Excellent verbal and written communication skills
- Fully conversant with all Microsoft Office software

The CFF is a growing scale-up and, as our organisation develops, we are working hard to build a team that supports and encompasses equal opportunity. We are an open and inclusive team that celebrates diversity in all its shapes and forms. This is 2022! We encourage applicants from all walks of life.

6. Work Environment and Compensation

We are building an organisation to reflect the world we all want to live in. Our work philosophy is centred around individual freedom, trust and accountability. We do not have timesheets or set work hours, but rigorously commit to delivering on our promises. This creates a fast-paced but incredibly flexible work environment that allows people to operate by their own natural rhythm and in a way that embraces life outside of work.

Compensation will be competitively based on experience and relevant qualifications. In addition to full employee benefits, you will have access to learning and development opportunities, and the opportunity to work for an organisation driven by purpose, not profits.

7. How to Apply

To apply please forward a current CV to hello@carbonfarming.org.au referencing the role title and ensuring you demonstrate your experience relevant to the role requirements. If you would like to send an accompanying cover letter or examples of your work, we would love to review, but this is not a requirement.