



## Looking for: General Manager

### **Synopsis:**

Right Now's General Manager is responsible for dictating the strategic direction of the organisation and overseeing volunteer management, recruitment, grants and funding, and partnerships.

The role is an exciting opportunity to be part of a fast growing, independent media organisation focused exclusively on producing pieces with a social justice bent. The role is a developmental one with plenty of guidance and mentoring provided along the way. We do ask that people who apply do so with a long-term view in mind and consider beforehand if they'll be able to commit the time and energy required.

For all advertised positions, we strongly encourage people who are queer and/or trans and/or of any colour, religion, age, ability or gender to apply. Right Now is committed to providing an inclusive volunteering environment.

### **About Right Now**

Founded in 2005, Right Now is an independent not-for-profit media organisation focused on human rights issues in Australia. Our work begins with the belief that creating a positive, rights-respecting culture in Australia begins with the flow of information.

Right Now is directed by the General Manager and Editor-in-Chief and supported by a team of editors, social media managers and a secretary. Right Now is overseen by a Board.

Right Now aims to:

- promote understanding of human rights issues by publishing stories that are accessible and engaging
- inform public debate with fact-based and jargon-free analysis
- produce credible and responsible content through transparency and editorial rigour
- foster artistic expression. Art can broach difficult topics, particularly when arguments seem to entrench long-held beliefs
- support a diverse range of voices. We are committed to inclusive and ethical storytelling
- provide a forum for insightful discussion. We are curious about fresh perspectives and encourage informed debate.

### **Philosophy:**

Challenging, inclusive and contemporary.

### **Tasks:**

- Collaborates with volunteer staff and the Board in determining the future direction of Right Now
- Helps oversee and manage a small team of volunteer editors, a secretary and social media managers
- Manages recruitment for incoming staff members and farewells for outgoing staff members
- Responsible for keeping everyone (including both board and staff members) informed about developments within the organisation
- Reviews and approves invoices and monitors the organisation's spending
- Identifies and works on new funding opportunities, predominantly grant applications
- Identifies and works on new partnership opportunities with likeminded organisations

- Identifies professional development opportunities for volunteer staff and organises workshops for them 3–4 times a year
- Organises team-building events, including farewells, to bring the team together
- Meets with the board five times a year and prepares board reports

**Qualities:**

- Familiarity and genuine interest in the type of work that Right Now creates and publishes, and a sound understanding of the organisation
- Knowledge of and contacts within the Australian human rights and literary networks
- Strong interpersonal skills and ability to manage various stakeholder relationships
- Ability to conduct public speaking as required, whether for external-facing events or within the organisation
- Highly developed ability to take initiative in identifying needs and solving problems
- A keen eye for accuracy and detail
- Self-motivated with the ability to work autonomously with minimal supervision

**Nature of the role**

Right Now is a volunteer-run organisation. All work undertaken for Right Now is on a volunteer basis, although we are occasionally able to pay commissioned writers when we receive grants to do so. We understand that this isn't ideal. What we can offer in lieu of financial remuneration is: mentoring and guidance, Melbourne-based face-to-face workshops and socialising opportunities with likeminded people.

There are no set hours for any position and volunteers are expected to work around their personal availability. As a guideline, the General Manager should aim to set aside approximately 5 hours, give or take, a week.

**How to apply**

To apply, please send a brief cover letter addressing why you are best suited to the role and a one-page CV (only including information relevant to the position) to Right Now Secretary Jakob von der Lippe at [info@rightnow.org.au](mailto:info@rightnow.org.au) by COB Friday 9 November. Please ensure your CV and cover letter is saved in one file (word or PDF).

If you have any questions about the role, please direct them to Jakob at the same email address.