



Business Manager – Inclusion Advisory Group (IAG) Full time

Our Inclusion Advisory Group is now Global! And we need an experienced Business Manager to lead our Program Operations team.

About us

CBM Global's Inclusion Advisory Group (IAG) exists to help other international development and humanitarian organisations put inclusion into practice. In collaboration with the disability movement, we seek out advisory opportunities which are catalytic and have the potential to spark broader, systemic change for people with disabilities, who routinely face discrimination and exclusion all over the world. The IAG grew out of the well-established CBM Australia advisory team, which remains the largest team within the wider Group. For more information, see www.inclusionadvisorygroup.org

CBM Australia is Australia's only International Development organisation focussed on improving the quality of life of people with disabilities in the poorest countries. It is a Christian organisation committed to ending the cycle of poverty and disability through field programs, inclusive development advisory, social justice advocacy and fundraising. CBM Australia is key member of the CBM Global network.

About the role

The IAG team in CBM Australia is providing operational support for the growing, wider Group. This means we need to adapt, improve and build on what we already have in order to service a global group of advisors and associates. We are looking for someone pretty amazing who will:

- match the energy and passion for social justice that drives our fantastic advisors
- bring sound business skills and experience to help realise our vision
- bring a breadth of expertise and international experience to enhance and improve on what's already in place, and
- be a great fit with the rest of the team!

Key priorities of the role are as follows:

- lead the program operations team to support the effective, efficient, accountable and compliant operations of the IAG – Australia and Global programs
- oversee the IAG's Australian and international business models to ensure they are fit for purpose and evolve to achieve financial sustainability

- lead departmental strategy, budget and planning processes
- provide high quality project management to selected IAG projects
- collaborate with CBM Australia and Global business operations/admin functional areas, and country offices as required
- periodically represent the IAG with external partners including procuring relevant operational support functions from outside of CBMA
- proactively manage change and risk across the IAG
- ensure direct reports have the resources, training and support required to meet performance expectations.

About you

The successful candidate will bring the following:

- Significant project and contract management experience
- Experience leading a similar work area in a relevant NGO, manager contractor and/or donor organisation
- Core skills and/or qualifications in relevant disciplines
- Demonstrated adaptive people management experience
- Exceptional planning and organisational skills demonstrating attention to detail with the ability to manage time and resources to see projects through to completion
- Sound analytical and problem solving abilities
- Excellent communication skills – verbal, written and interpersonal
- Capacity to manage a complex workload in a team environment
- Commitment to and ability to demonstrate and display CBM Australia's values and behaviours
- A willingness to contribute to the growth and development of the IAG and its work.

Apply

CBM Australia offers competitive salary packaging, flexible working conditions and professional development opportunities.

If you would like to join our organisation please [Click Here](#) and include a cover letter addressing your interest and what you have to offer. For further information a full Position Description can be obtained from our website www.cbm.org.au. Applications close **6 September 2020**.

Background checks

CBM Australia is committed to workplace equity and diversity and encourages applications from **Australian Residents** with diverse cultural backgrounds and people with a disability. CBM Australia is committed to the safety and best interest of all children accessing CBM supported services, programs and workplace. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.