GENERAL MANAGER

POSITION DESCRIPTION

Work Type: Lead a small team to implement the objectives of a community member-based organisation

Contract: Full Time – 12-month contract- possibility of renewal

The Historic Houses Association of Australia (HHA) is seeking an experienced heritage enthusiast to lead a small team in delivering our organisational objectives and plan.

ABOUT THE HHA

HHA was formed to raise awareness and support for important local and national properties. It began in 1988, bringing together the “friends” of some of Sydney’s most important buildings such as Elizabeth Bay House and Vaucluse House to support the NSW Government’s Historic Houses Trust.

In 2014, the association became national and fully independent of government. It is now a registered charity and volunteer organisation, with a growing national membership.

The HHA represents the interests of historic houses, their custodians and supporters.

Historic houses hold our shared stories, mirroring and supporting the development of communities. More than wood, bricks and mortar their existence remains intrinsic to the social and economic resilience of the communities in which they reside. Imbued and embedded with the craft, skill, style, social values and mores of their times, heritages houses link our built history to that of the world’s.

Much of our most precious heritage is in private hands. Our goal is to educate and inform the public, to support custodians and to build an environment in which historic properties and places are supported, valued and enjoyed.

We provide a forum, resources and expert advice for owners. We advocate on their behalf to government. We educate the public through a dynamic range of events and activities. We support campaigns preserving heritage under threat.

The association is a registered charity and volunteer organisation, with a growing national membership.

ABOUT THE POSITION

KEY ACCOUNTABILITIES

Finalise and Implement HHA’s Strategic Plan including:

- Prioritise and Deliver on 2018 conference outcomes
- Plan and Deliver 2019 signature event
- Coordinate and deliver 2020 HHA member conference
- Maintain, increase and diversify HHA’s membership base (house, individual, corporate)
- Articulate the role of HHA and secure our place at the table of relevant Government, industry and community agencies
- Represent and advocate for the custodians of historic houses
- Drive research into the contribution historic houses make to their local and broader community
- Develop strategic partnerships
- Build the HHA team including staff, Board and volunteers to deliver objectives

Events coordination
- Provide a national program of events to support HHA’s objectives
- Coordinate the production of a quarterly program of events including speakers, venues, catering in conjunction with staff and volunteers
- Seek cross promotional and sponsorship opportunities

Administration
- Be accountable to the Board and prepare monthly board meetings and reports including strategic plan, financial, event and membership analysis
- Oversee and work with staff to ensure delivery of HHA programmes
- Management, administration and business planning
- Ensure Governance in conjunction with Board
- Strengthen and coordinate volunteer engagement

POSITION CRITERIA

Essential
- Demonstrated experience in leading a small team to deliver outcomes
- Proven ability in managing a membership or other organisation
- An ability to demonstrate the HHA values and identify heritage issues
- Demonstrated ability to build and maintain partnerships
- Self-started, solution orientated
- Extensive experience in a hands-on administration, project management or similar role
- An ability to multi-task in an environment with limited resource

Desirable
- Qualification in Heritage, Arts, History, related disciplines or equivalent experience
- Experience in setting up and managing office and administration systems

TO APPLY:
Please send a resume and application addressing the position criteria and job specifications by COB September, 3 2018 to sally@hha.net.au.

For further enquiries please contact Sally Taylor, Secretary of the HHA at Sally@hha.net.au or phone 0417491836