



Waringarri Media Aboriginal Corporation

Duty Statement	
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ITEM 1	The Employee
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ITEM 2	The Employer
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Waringarri Media Aboriginal Corporation
2229 Speargrass Road, Kununurra WA 6743
Postal: PO Box 1336 Kununurra WA 6743

ITEM 3	Position and Modern Award
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General Manager (GM)
Fair Work Act 2009

ITEM 4	Duties
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- Manage the effective and efficient day-to-day operations of Waringarri Media in accordance with the strategic, business plans and policies of the Board.
- Report directly to the Board of directors and conduct regular directors' meetings.
- Provide management advice to the Board and implement directives.
- Recruit and supervise staff and Volunteers
- Advise the Board of Directors on staffing needs and structures according to corporation's policy and procedure.
- Research funding sources, establish strategies to approach funders submit proposals and administer fundraising records and documentation to ensure the financial viability of Waringarri Aboriginal Media.
- Recommend yearly budget for Board approval and manage organization's resources within those budget guidelines according to current laws and regulations
- Manage contractual agreements on behalf of Waringarri media with contractors and funding agencies in accordance with policies and budget.
- Promote, publicise and seek active support for the Corporation.

- Coordinate and implement a sponsorship and marketing strategy for the station and tourist radio.
- Secure sponsorship for programs and airtime.
- Undertake projects that serve to promote the image of the radio station.
- Research and ensure staff and Board have sufficient and up-to-date information about progress of Corporation
- In consultation with the Chair, represent Waringarri Media to the external parties as an official spokesperson by fostering and maintaining liaison with State and Federal Government departments and other bodies whose activities may affect the interest of the Corporation.
- Every five years submit a detailed license renewal to ACMA.
- Manage all assets of Waringarri Media according to policies and procedure.
- Observe Occupational Health and safety at workplace

Selection Criteria

- Demonstrated understanding of financial management, including preparation and oversight of budgets.
- Ability and experience in managing and coordinating staff and volunteers.
- An ability to co-ordinate and organise fundraising for the station.
- Demonstrated high quality organisational skills.
- Excellent people skills and a demonstrated ability to work co-operatively with a wide range of individuals and community organisations.
- Excellent written and verbal communication skills.
- Demonstrated administration skills including report preparation, record keeping, policy development and ensuring that decisions are implemented.
- Experience in working in a community organisation including fund raising.
- A commitment to the aims and objectives of Waringarri Radio.
- A high level of computer literacy.
- Demonstrated understanding of what makes good progressive community radio.
- Experience and/or good understanding of promoting a community organisation.