

POSITION DESCRIPTION



General Manager

Centre for Just Places

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Position details

POSITION TITLE:	General Manager
PROGRAM:	Centre for Just Places
LOCATION:	Melbourne(with travel as required)
REPORTING RELATIONSHIPS:	This position reports directly to the Chief Operating Officer and has line management responsibilities
EFFECTIVE DATE:	July 2025

Position Purpose

The General Manager, Centre for Just Places leads a team of professionals working to find solutions to place-based inequities and social, economic and environmental injustice through research, action and advocacy.

This position is responsible for the operational leadership and delivery of Centre for Just Places initiatives, including efforts to build local climate resilience and adaptive capacity, as well as research into locational disadvantage.

The General Manager develops and manages key external strategic relationships and partnerships, and works to embed the work of the Centre across Jesuit Social Services' programs and advocacy activities.

Program Purpose

Centre for Just Places

The Centre for Just Places was established by Jesuit Social Services to enable and support place-based approaches. Through our research, advocacy and practice, the Centre unlocks the relationship between social, environmental and economic justice.

Our mission is to enable strong and resilient communities through three main areas of work:

- Working in place – our practice in Victoria, New South Wales and Northern Territory – we deliver a range of place-based initiatives to support community development, build capacity and provide flexible responses to community needs.
- Enabling climate justice – we partner with community service organisations, communities, and governments to shift systems, build local climate resilience and adaptive capacity.
- Supporting strong, healthy, and equitable communities – building on more than 25 years of research into locational disadvantage with Dropping off the Edge, we work with communities to know where people are struggling, to understand what is contributing to that struggle and how we can collectively enable communities to flourish.

Climate Justice Team

The Climate Justice Team sits within the Centre for Just Places, and works with community service and health organisations, communities, academic institutions, philanthropy and government to build local climate resilience and adaptive capacity through research, action and advocacy. Our climate justice approach brings attention to the root causes of intersecting inequities, and the actions required to shift them.

Duties of the position

- Work closely with the Chief Executive Officer and Chief Operating Officer to identify and implement key priorities for the Centre for Just Places and ensure alignment with broader organisational goals.
- Manage the day-to-day work of the Centre, including coordination of projects, workplans, team outputs and reporting to ensure programs are delivered effectively and in line with agreed objectives.
- Supervise, support and guide the Centre team, ensuring a collaborative work culture, clear performance expectations, appropriate skills development, and adequate staffing to meet current and emerging priorities.

- Collaborate with the Chief Executive Officer and Chief Operating Officer to ensure the future sustainability of the Centre by engaging with funding bodies and other key stakeholders.
- Build and maintain effective relationships with partner organisations, academic collaborators, funders and community stakeholders to support project delivery and engagement goals. Represent the Centre at meetings, forums and external events.
- Support the development and implementation of systems and processes that promote operational consistency and quality across the Centre's research, engagement and advocacy activities.
- Manage program budgets and resources responsibly. Support compliance with contractual, organisational and regulatory requirements, and contribute to funding submissions and reporting as required.
- Provide internal leadership within Jesuit Social Services to integrate ecological justice and place-based thinking into the wider work of the organisation. Assist with knowledge sharing, internal learning and program evaluation across teams.

Key Selection Criteria

- Tertiary qualification/s and/or relevant senior leadership experience in social services or relevant fields.
- Commitment to social and ecological justice, and a clear understanding of place-based disadvantage, systems change, and the importance of community-led approaches in addressing inequities.
- Excellent interpersonal skills including demonstrated experience implementing strategy; translating 'big ideas' into practice, and building broad based coalitions for change.
- Demonstrated capacity to lead, motivate and supervise multi-disciplinary teams of professionals.
- Demonstrated senior-level experience in managing complex programs or projects, including planning, implementation, monitoring and evaluation.
- Demonstrated ability to manage financial, operational and compliance responsibilities, including budgets, contracts, and funding requirements.
- Substantial stakeholder engagement experience, with a demonstrated capacity to build and maintain strategic relationships across government, academia, philanthropy, community organisations, and internal stakeholders.

Key Performance Indicators

- Successful development and delivery of key Centre for Just Places research, advocacy and activities focused on placed based approach and advancing social and ecological justice.
- Delivery and dissemination of research and evidence-informed work that aligns with the Centre's mission and contributes to knowledge-sharing across programs, partners and relevant audiences.
- Development and maintenance of strong, collaborative relationships with key external stakeholders including funders, government, research institutions, and community organisations.
- Successful influencing of practice, ideas and policies in key areas of focus for the Centre including place based approaches and ecological justice.
- High levels of engagement and collaboration across the Centre and other parts of the organisation

Key responsibilities of Jesuit Social Services Employees

Service delivery

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

Team work and supervision

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

- Demonstrate an understanding the identity and ethos of Jesuit Social Services or Demonstrate understanding, and a capacity to provide leadership in, the identity and ethos of Jesuit Social Services

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

Date: _____

Position Description Approved by:

Michael Livingstone - COO

Position Description Review Date:

2 years from effective date