



## POSITION DESCRIPTION

<b>Position title:</b>	Executive Manager
<b>Department:</b>	Executive
<b>Salary/wages:</b>	As determined by Board
<b>Position no:</b>	HR
<b>Supervisor:</b>	Board (Chair - first point of contact)
<b>Staff:</b>	Operations Manager Project Manager
<b>Internal Contacts:</b>	Board Directors Operations Manager Project Manager

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### Position Summary:

With a strategic, policy-aware, and deadline-driven focus, facilitate the development and accomplishment of the organisation's high-level strategies, in accordance with Reiki Australia's mission, vision, values, and policies.

### Functions and Responsibilities:

- Through professional practice, and delivery of key outcomes, represent Reiki Australia as a national membership body with professional standards across all areas of the organisation
- Submit monthly reports to the Chair that document progress on Board-directed key deliverables for Executive, Operations and Projects roles
- Attend Board meetings (One per month - currently on zoom)
- Attend other meetings as required

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- Working together with the Operations Manager and Project Manager, oversee, support, and deliver high-level strategic outcomes as directed by the Board, to set timelines and budgets. Communicate financial position to the Board on a month-to-month basis
- Work in accordance with RA's guiding documents always, referencing relevant values and policies in relevant documents and reports.
- Always follow Reiki Australia's procedures and assist to create or update procedures where necessary
- Communicate with outside industries as required
- Meet with Operations Manager and Project Manager (monthly)
- Liaise with Reiki Australia's Membership via the Operations Manager

### **Person specifications:**

#### ***Desirable skills/experience:***

- Excellent time management skills, and ability to prioritise
- Excellent Communication and networking skills
- Transparent leadership, teamwork, cooperation, and negotiation skills
- Excellent report writing skills
- Intermediate/advanced computer skills
- Ability to focus on Board-directed projects and work to deadlines
- Intermediate/advanced financial literacy including budgeting, projecting, and generating revenue
- Intermediate/advanced marketing skills
- Entrepreneurial skills that support the identification of new business opportunities and strategic directions

#### ***Desirable qualities:***

- Strong commitment to the spiritual practice and principles of Reiki, including daily personal practice
- Commitment to the shared vision of Reiki Australia in advancing the professional and lay practice of Reiki
- Sensitive to differences in the personalities and motivations of others; able to build on diverse values and opinions
- Ability to view business processes from the perspective of members and customers
- Openness to new ideas and creative solutions
- Flexibility in managing and promoting change; ability to work with ambiguity and uncertainty
- Ability to be sensitive to others and trustworthy with sensitive and/or confidential information
- Financial Member of Reiki Australia for 3 years minimum