

# executive manager – operations

- **Unprecedented organisational growth**
- **Play a vital role in this rapidly expanding sector**

Carers NSW is the peak organisation for carers in the State. The association supports relatives and friends who are caring for people with a disability, mental health problem, chronic condition or who are frail aged. With the heightened profile of carer issues and increased funding for carers at both a State and Federal level, this is an exciting time to join Carers NSW.

Reporting to the CEO and as a member of the Executive Team, this role will provide the organisational excellence required for a fast growing association.

Your major focus will be on HR, premises management, internal administrative and contract management (finance), and IT processes and systems. You will provide a key service for internal staff, will be responsible for the management of high-level external supplier relationships, and will be an important conduit for cultural change within Carers NSW.

You have extensive experience in a similar role in either the not-for-profit or commercial sectors and possess strong commercial acumen with experience in building organisations and effectively managing staff to deliver exceptional results.

**If you would like to use your skills to support the vital work of carers in our community, please call Olivia Ryan on 02 8243 0570 or send your resume to [cv@ngorecruitment.com](mailto:cv@ngorecruitment.com) quoting Ref # 28 655.**