

## Position Description: Queensland Business Manager

Left Right Think-Tank is an independent and non-partisan organisation run by over 60 volunteers between the ages of 16 and 24 across four states. Our vision is a society that seeks and embraces the ideas of young people and our mission is to involve young people in public policy. We achieve our vision by engaging and educating a generation of young people in shaping Australia's future and elevating young people's policy ideas to inspire others to become involved. We are seeking a Business Manager to work within the Queensland Team.

**Location:** Brisbane

**Time commitment:** 8-12 hours per week

**Reporting to:** Queensland State Director

### Key responsibilities:

- Temporarily overseeing human resources in Queensland
- Assisting the National Business Director with sponsorship tasks such as establishing relationships with stakeholders and implementing our fundraising strategy
- Ensuring compliance with laws, regulations and internal policies as directed by the National Business Team
- Managing and recording finance activities in Queensland for communication to the National Finance Team

### Training and learning opportunities:

- In-house training
- Ongoing support from the National Business Director and the Queensland State Director
- Opportunity to develop relationships with professional mentors
- Allowance to undertake training courses relevant to the role

### The ultimate candidate should...

- Have some education or experience in commerce, business administration or finance
- Have excellent written and oral communication skills
- Demonstrate strong organisational and time management skills
- Be a competent computer user and proficient in Microsoft Office
- Have high level interpersonal skills
- Be able to meet a time commitment of 8-12 hours per week

### How to apply:

Email your CV and a brief cover letter in response to the above selection criteria to [recruiting@leftright.org.au](mailto:recruiting@leftright.org.au)