



Schedule 1 - Position Description

Position Title	Bush Nursery Manager
Award and Classification	Salary is in accordance with the Nursery Industry Award, 2020
Work Type	Full time 12 mth contract
Commencement date	As soon as possible
Position reports to	Executive Officer – Men’s Business

Role purpose

Willum Warrain runs a Bush Nursery that is a 100% Aboriginal community owned, specialising in plants indigenous to the Mornington Peninsula. We share cultural knowledge, uses and meanings about plants important to Aboriginal peoples with the broader public.

We are seeking a Manager to run our Bush Nursery starting immediately. We are offering a 12-month full time contract to the right person with the experience and skills to drive the development and growth of our social enterprise and the ability to be part of a warm and welcoming community environment.

Key Responsibilities

- Oversee all aspects of the day-to-day running of the Bush Nursery and associated departments.
- Maintain stock and nursery site; including watering, weeding, cleaning, pruning and general nursery maintenance - including irrigation, pest and disease control
- Understand the needs of customers to ensure high levels of service.
- Selling of stock, and point of sale operations.
- Consultation with customers to produce accurate growing schedules and quotes for supply to retail and commercial.
- Potting of tube stock
- Supervising and training staff
- Coordinating nursery production plans including seed collection and cutting propagation
- Manage workloads through supervision and delegation
- Welcome and greet all visitors to the Gathering Place as a matter of high importance.

Operations and administration

- Perform physically labouring and manual handling tasks.



- Develop and manage plans to deliver high quality plants and sufficient stock.
- Ability to lead Bush Nursery team and manage growth.
- Reports to Executive Officers - Men's Business.
- Follow WW operating policies and procedures.
- Support adherence to work place safety, child safety and risk management.
- Support and contribute to general Willum Warrain operational duties
- Other duties as negotiated with the Senior Management.

Partnerships

- Foster positive relationships with individuals, community groups and agencies to the benefit of Willum Warrain.
- Develop relationships with organisations to increase plant procurement opportunities.
- Increase Bush Nursery portfolio and reputation through active marketing and advertising.

Finance

- Support Bush Nursery sales, including managing invoicing and in person sales.
- Provide financial reports about the Bush Nursery's performance to Senior Management.
- Liaise with Senior Management on expenditure as required.
- Ensure financial policies and procedures are followed re purchase of goods and provision.

Communications

- Welcome and greet all visitors to the Gathering Place.
- At all times handle confidential information with discretion and uphold Willum Warrain's privacy policy
- Work as part of a team to promote Willum Warrain.
- Conduct tours of Willum Warrain as required.
- Represent Willum Warrain in a professional and positive manner at all times.

Behaviours

- Highly motivated, self-driven and enthusiastic.
- Cooperate, support, and empower colleagues and community.
- Show compassion, respect, and understanding.
- Open and honest communicator.
- Team player – ability to collaborate and cooperate with others.

WILLUM WARRAIN ABORIGINAL GATHERING PLACE



- Respect for others and respect for individual differences.
- Well organised, punctual and reliable.

Experience / Qualifications

- Horticultural qualification
- Nursery, plant sales and plant production experience are required
- Knowledge in plant identification, pest / disease control, soil health and nutritional requirements of plants.
- Experience in the procurement of plants within a nursery environment is desirable
- Willing to obtain Working with Children's Check and Police Check