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POSITION DESCRIPTION CENTRE MANAGER

TITLE: CENTRE MANAGER

REPORTING TO: COMMITTEE OF MANAGEMENT

MISSION STATEMENT

Insert name here aims to provide the community with the opportunity to participate in further education and life-long learning, where communication, friendship and social contact can be fostered in a friendly atmosphere. (Use own mission statement)

The Centre is funded by DHHS (Neighbourhood House Coordination Program), *insert name* Council and ACFE along with revenue raised through grants, fundraising activities and programs.

PURPOSE OF POSITION:

To provide leadership to staff and the community ensuring the needs of the local community are recognised and responded to with a collaborative approach. The Centre provides a broad range of activities which give opportunities for community members to participate. These activities meet the aim of reducing isolation of many people and are offered in response to the needs of our community. The Centre provides activities in a way which increases people's independence and fosters social interaction with other members of the community. The Committee of Management is committed to offering new and diverse activities to ensure we continue to be responsive and understanding of our community needs.

PRIMARY LOCATION

The primary site will be **insert address here**, however from time to time the Manager may be required to oversee staff at external venues.

QUALIFICATIONS, EXPERIENCE

Suitable tertiary qualifications in Community Development or other relevant field; and/or a combination of relevant experience, expertise and competence sufficient to perform the duties at this level

MANDATORY

- Have a current driver's license (The Manager will be required to use their own vehicle for which they will be reimbursed)
- Agree to undergo a Police Check and a Working With Children Check
- First Aid Level II
- Competent in current Microsoft computer applications

RESPONSIBILITIES:

Management and Accountability

- Responsible for overseeing the day-to-day operations of *insert name here* within the broad policy and financial directions set by committee
- Prepare, manage and monitor effective and responsible budgets in conjunction with the Book Keeper, Treasurer and Committee
- Responsible for the development of operational policies and procedures and guiding the committee in the development and monitoring of governance policies and procedures

Leadership and Operation

- Provide leadership and a high level of organisational skills in planning, developing and evaluating a range of programs and strategies
- Facilitate effective communication within the organisation and with funding bodies, external agencies, community and business
- Promote the service in the community and coordinate the development of promotional material and web site

Staffing

- Under the direction of the committee and in accordance with organisational policies and procedures, be responsible for the recruitment, selection and supervision of all staff, volunteers, students and tutors
- Be responsible for staff professional development, identifying staff training needs and facilitating access for staff and volunteers to appropriate training and development programs

Community Development

- Strengthen and enhance effective communication and partnerships with a range of community stakeholders, including residents and other community agencies
- Encourage and resource community and individual initiatives which are consistent with the organisations business plan and constitution

- Develop and implement processes which focus on ongoing engagement of the community

Relationships

- Develop an effective working relationship with the committee
- Continue to maintain an effective working relationship with the funding bodies including *insert name here* Council, the Department of Health and Human Services (DHHS) and Adult and Community Further Education (ACFE).
- Participate in and represent the organisation at community forums and meetings
- Maintain and share up-to-date knowledge of community resources, community needs and relevant programs, policies and legislation
- Network with other Community House Network Southern Region (CHNS), Neighbourhood Houses and community groups in the local and wider community
- Undertake community consultation on a planned basis and in response to need

Practice, Policies and Procedures

- Responsible for day to day management of service delivery to the community of the highest possible standard
- Responsible for meeting requirements of *insert name here* Council, DHHS and ACFE Service Agreements
- Prepare submissions and acquittals for funding received from Government and other relevant organisations

Reporting and Accountability

- Report regularly/monthly to the committee regarding the activities of the organisation and opportunities for development
- Keep the committee informed of relevant information, to enable them to meet their duty of care obligations and role
- Facilitate timely Annual General Meeting

KEY SELECTION CRITERIA, SKILLS & ATTRIBUTES

- Demonstrated experience in and commitment to working with the community, in line with community development principles and practices
- Knowledge and experience of current Adult Community and Further Education trends and policy related to Neighbourhood House Coordination Program (NHCP)
- Proven managerial experience in financial and management procedures within an Incorporated Association
- Ability to manage and lead staff, volunteers and user groups
- Experience in working effectively with diverse populations and with a broad range of community partners and stakeholders
- Entrepreneurial and resourceful in generating funding for sustainable service delivery
- Excellent written and communication skills targeting diverse audiences

Applications can be submitted via email to [insert email address here](#) with a letter addressing the key selection criteria and forwarding a current CV with contact details for two current referees.

Salary and conditions will be in accordance with the [insert name of Award here](#)

Salary and Hours will be negotiable dependant on qualifications and experience. Hours per week will be approximately [Insert hours here](#).

Applications close Friday insert date here with commencement required [e.g.mid-January 2017](#).

For enquiries and a confidential discussion regarding this position, please call [name](#) on [mobile number](#).