



Position: Manager

Hours: Permanent part-time, 25 hours per week to be worked as negotiated

Award: Neighbourhood Houses and Learning Centre Workplace Agreement 2016

Classification: Social and Community Service Employees Level 7

Organisation Overview

Kerang and District Community Centre, trading as Kerang Neighbourhood House, is a public institution which has the charitable purpose of advancing social and public welfare and providing benevolent relief to members of the community who are in need, by:-

- Empowering the marginalised and vulnerable through participation in activities and education, regardless of cultural, socio-economic status or educational background.
- Creating programs that respond to identified need, particularly for those who are 'at risk'.
- Providing education and programs for people from diverse backgrounds.
- Promoting social inclusion to prevent and/or relieve social isolation.
- Providing services with learning and development outcomes to enhance the opportunities of disadvantaged individuals and groups, including the long-term unemployed.
- Alleviating hardship by operating a community Food Pantry and providing culturally appropriate food and care packages to those suffering financial distress.
- Assisting those suffering distress and/or experiencing financial hardship to access services and supports.

Kerang Neighbourhood House

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ACN A0057447N ABN 56 181 120 256

- and to pursue benevolent purposes as the Board of Governance deems appropriate and are consistent with the strategic direction of the Association.

Our Vision:

A healthy connected resilient community

Our Mission:

To enrich and build our community by providing opportunities to connect, participate, learn and grow

Our Values:

Inclusion, Empowerment, Sustainability, Collaboration & Respect

Position Objective/Summary:

The Manager is responsible to the Board of Governance for the operation, management and development of the Neighbourhood House and for ensuring it is operated in accordance with the Board's policy decisions and service agreements with funding bodies. This position requires a fundamental political understanding of the role of community organisations; proven organisational ability with experience of managing a community organisation; a command of community development principles and skills, an ability to develop and communicate policy and to advocate for the local community.

Key responsibilities

Community Development and Advocacy

Work within the Neighbourhood Houses Community Development Framework to ensure:

- community members have the opportunity to connect, learn and contribute in their local community through social, educational, recreational and support activities.

- communities can identify and address their own needs, starting from the assumption that communities have existing strengths and assets that make them part of the solution.
- the Neighbourhood House welcomes people from all walks of life, creating opportunities for individuals and groups to enrich their lives through connections they might not otherwise make, strengthening networks and building social capital

Planning and funding

- Work with the Board, House participants and staff in the on-going development of the House's strategic and annual plans
- Actively research and support new initiatives in the local community;
- Develop, implement and review policy and procedures in conjunction with the committee of governance
- With staff ensure that reports for funding bodies are prepared and submitted in a timely fashion
- Develop submissions for funding to achieve strategic goals and annual plans as required
- Work with staff and Board in developing the annual budget; oversee the monitoring of budgets and reporting to funding bodies

Program and Project Management

- Implement the strategic and annual plans;
- Ensure the effective promotion of the House and its programs through a range of publicity materials
- Position the House to take advantage of positive publicity and opportunities for development and sustainable growth
- Develop, seek funding for, and manage special projects
- With staff, undertake day to day management and administration of programs
- Develop and maintain a positive culture in the House; and constructive relationships between the House and members of the community as well as with external organisations

Staff Management

- Recruit, employ and manage staff, program tutors, project workers, Occasional Childcare workers and other staff as required

Partnerships and Networks

- Actively participate in the Mallee Neighbourhood House Network.
- Actively collaborate with Neighbourhood Houses Victoria as appropriate
- Develop and maintain strong working relationships with relevant local, regional and state-wide organisations

Volunteers

- Coordinate the recruitment, interviewing and placement of volunteers
- Work with the Administrative and Program Assistants to maximise the effective involvement of volunteers in all aspects of the House and its program

Board of Governance, Incorporation and Neighbourhood House Membership

- Provide reports and advice as appropriate to the Board of Governance (BOG).
- Provide support to BOG, Admin Officer and Secretary to ensure that AGM is conducted and Annual Report is prepared as required by constitution
- Provide regular reports to meetings of Board of Governance as well as advice on programs and projects
- Empowerment, skill development and capacity building of the voluntary COG.

Requirements for the Job

Essential

The manager must be able to demonstrate:

- command of community development principles and practice, preferably in a Neighbourhood House setting
- the capacity for collaborative leadership and management of staff and volunteers
- the ability to represent, and advocate for the organisation and the community in a highly professional manner
- an understanding of community education principles and current trends
- capacity to work effectively with and resource a volunteer based Board of Governance
- the ability to relate well to people from a variety of backgrounds including those from culturally and linguistically diverse backgrounds, people with disability, those on low income or unemployed, and elderly people;

- the ability to identify community needs and to plan, develop, monitor and evaluate high quality programs to meet those needs;
- high level administrative, organisational and negotiation skills
- relevant tertiary qualifications and/or experience in the community sector, preferably in a Neighbourhood House and community and further education provider;
- highly developed written and oral communication and computer skills with proficiency in the Office suite, email and the online environment as a minimum.

Desirable

- Relevant qualification in Community Development or experience in sector
- Drivers licence
- First Aid Certificate
- Working with Children Certificate
- Police Check

Organisational Relationships

Reports to Board of Governance (BoG)

Supervises Administrative Assistant, Program Assistants, Volunteers

Extent of Authority

The BoG delegates responsibility to the manager for the recruitment and management of staff.

The BoG delegates responsibility to the manager for organisational expenditure in line with the annual budget and within the scope of the current expenditure limits as detailed in the delegation of authority policy.

Approved/effective date	12/09/2022
Due for review	12/09/2023