

POSITION DETAILS

Position Title: Centre Manager

Classification: Level 5.1. *Social, Community, Home Care and Disability Services Industry Award, 2010.*

Organisation: Victoria Park Community Centre

Location: 248 Gloucester Street, East Victoria Park 6101

Employment Status: Part Time

Hours of Employment: 25 hours per week to be worked between 8:00am and 5:30pm, Monday to Friday, as negotiated.

There is an expectation of being available to work reasonable additional hours, on occasion, as required, such as evenings and weekends. These hours can be claimed back as time in lieu.

POSITION RELATIONSHIPS

Responsible to: Volunteer Board of Management

Responsible for: Bookkeeper, Administration & Facilities Officer, Community Development Coordinator, Centre Cleaner

POSITION OBJECTIVES

The Centre Manager is the key representative of the Victoria Park Community Centre to the local community, board, and staff. The principal objective of the Centre Manager is to work in partnership with all community groups, organisations and partners to provide space for programs and services that align with the strategic vision, values and purpose of the Centre to best meet the needs, interests, and aspirations of the local community.

The Centre Manager is responsible for the operational aspects of the facility and its activities, including successful financial performance, adhering to policies, current legislation, and core funding contracts, balanced with customer service and an asset-based community development focus.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Staff Management

- Manage, monitor and mentor staff and volunteers
- Work with all staff to assist them in achieving their performance goals (goal setting, training, support)
- Conduct performance reviews, ensure compliance with all HR legislation
- Ensure Work Health and Safety compliance
- Manage staff annual leave and personal leave

Financial Management

- Write and manage all tenders for core funding (TOVP / DOC)
- Prepare acquittals and reports etc as required as part of all funding agreements
- Source additional funding – grants, sponsorship, philanthropy with sustainability in mind
- Implement and monitor the annual budget for Centre
- Monitor and manage all core and project budgets
- Supervise cash management / payroll / accounts payable etc
- Management of banking and financial compliance

Performance, Monitoring & Strategy

- Prepare & implement the strategy and business management plan – identifying current & future resources (in consultation with Board)
- Develop and monitor strategic business opportunities for Centre incl. funding, services, consultancy, strategic alliances, and partnership opportunities
- Guide program content (in conversation with Community Development Coordinator) to reflect Centre aims
- Identify gaps in support / services / equity / engagement with the TOVP Community Development Officer
- Monitor programs and events – ensure meeting budgetary, program agreements and strategic objectives
- Design and implement evaluation processes monitoring all programs, and regular hires - feedback, demographic statistics and engagement numbers

Community Development & External Engagement

- Engage with the extended community
- Develop and guide key communications with community i.e. marketing collateral, socials and e-news
- Review / monitor ongoing assessment against outcomes

- Advocate for and represent VPCC with key stakeholders (Mayor, Ministers etc)

Governance

- Regular liaison with Board Chair on Centre performance & key issues
- Attend Board Meetings (6 weekly) and present Managers Report
- Monitor / manage programs and systems to ensure compliance

Handover: late Jan/early Feb 2025

Leave period starts: Monday 10 Feb

Leave period ends: Monday 10 Nov

Applications close: midnight: Monday 2 Dec 2024

Interviewees notified by: Wednesday 4 Dec

Interviews: Monday 9 Dec

Please send your CV and a short (max 500w) introductory email to manager@vicparkcc.org.au by 5pm Monday 2nd of December 2024