



Mitcham

Community House

ABN 94 427 759 044

Position Description

Position:	Manager
Position Status:	Part time
Hours of Work:	30 hours per week over 5 days
Award:	NHACE collective agreement (SCHADS)
Classification:	Level 7

Primary Functions

- The Manager is responsible for the day-to-day management of the House in accordance with the policies and strategic objectives of the Committee of Management. The Manager is accountable to the Committee of Management, who has the final authority.
- Prepare an Operational Plan to meet the objectives of the Strategic Plan
- Ensure that all compliance is completed and standards and legislative requirements are met as required by funding bodies.
- Implement and review policies
- Implement programs to meet the needs of the community.
- Employ and support staff and tutors in accordance with relevant legislation and industrial agreements
- Work with and support the Childcare Coordinator
- Co-ordinate the volunteers at Mitcham Community House
- Administer the Learn Local Program
- Attend the Whitehorse Community Houses (WCH), DHAOS and Whitehorse Council QSM meetings
- Stay abreast with current social and government policies and reports
- Be an active member of NHVic (Neighbourhood Houses Victoria)
- Seek new partnership opportunities and maintain relationships with current partners.

Qualifications and Other Mandatory Requirements

- Community development and management qualifications and/or relevant experience, preferably in a neighbourhood/community house or community learning/further education centre
- National Police Record Check
- Working with Children Check
- ASIC checks and any other checks as required at the time of appointment
- Driver's licence and own car

Key Selection Criteria

- a sound knowledge of community development principles and practice.
- knowledge of the philosophy and work of Neighbourhood and Community Houses
- demonstrated 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



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- the ability to relate well to people from a variety of backgrounds
- high level administrative, organisational and negotiation skills
- computer skills with proficiency in the Office suite, email and the online environment.

Conditions and Terms of Employment

- This is a permanent part-time position with a probationary period of 3 months.
- Employment is under the *Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016*
- Working hours, pay and conditions as per contract
- Participation in an annual Staff Appraisal is required. This is undertaken by the Chairperson or delegated Committee members
- Attendance of appropriate professional development with approval of the Committee of Management and dependent on budget constraints

Key Responsibilities

- 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.
- Recruitment and management of staff.
- Work closely with the Committee of Management to meet the objectives of the Strategic Plan.
- Develop a program of activities in accordance with the Mission and Vision of the House.
- Manage the Childcare Centre in consultation with the Childcare Coordinator to ensure compliance with all relevant legislation and regulations.
- Oversee the finances of Mitcham Community House in consultation with the Committee of Management and the Finance Officer
- Manage funding applications and compliance including the Learn Local Adult Education Program.

Other

- Other duties and responsibilities as outlined in the *Delegation of Authority Policy and Procedures*