



Thomastown Neighbourhood House Manager Position Description

Position Identification

Position: Manager

Employer: Thomastown Neighbourhood House (TNH) Committee of Management

Reports to: TNH Committee of Management

Location: Thomastown Library 52 Main Street Thomastown 3074

Hours: 20 hours per week ongoing - days to be negotiated, attendance at some after-hours events required – plus required attendance at monthly market – first Saturday of the month

Classification: As per Neighbourhood House and Adult Community Education Collective Agreement 2016 Social, Community, Home Care and Disability Services Industry Award Community Development Worker Class III SCHADS level 7 – negotiable.

Conditions: As per Neighbourhood House and Adult Community Education Collective Agreement 2016. Approved Time in Lieu (TIL) accrual throughout the year

Probationary period: 3 months

Position Context

Thomastown is located in the southern end of the City of Whittlesea and is a vibrant mix of older settled communities, newly arrived migrants' refugees and asylum seekers and many young families and a rich vein of food manufacturing. Thomastown is also an area facing significant disadvantage and ranks 1 on the SEIFA indicator.

Thomastown Neighbourhood House was re-established in 2012. (TNH) in a non-profit incorporated association, managed by a voluntary committee of management, funded by Department of Health and Human Services (DHHS) under the Neighbourhood House Coordination Program (NHCP) and funding from City of Whittlesea.

TNH is co-located in the Thomastown Library.

The ongoing relationship with the Yarra Plenty Regional Libraries and Thomastown library staff is integral to the ongoing success of the neighbourhood House.

Core programs:

Community engagement through events including:

- Monthly Market – first Saturday of the month
- Annual Taste of Thomastown Food Festival

- Volunteer peer led social enterprise coffee cart (days negotiable)
- Makers space craft programs in partnership with library
- Adult education program delivery in partnership with Learn Local partners
- Establish community hub at Thomastown Primary school with TNH project officer
- Create community development programs and employment opportunities in response to community need

Management

- TNH engages an external finance officer and IT support person
- TNH staff comprises of manger role and newly established part time (12) hour project officer role to establish a satellite community garden/ hub at Thomastown Primary School (to be recruited) and a casual events administration officer
- TNH has a core volunteer base for the coffee cart and events
- TNH delivers a range of accredited and pre-accredited adult education classes in partnership with Learn Local Provider Preston Reservoir Adult Education (PRACE)

Accountability, Authority and Decision Making

Reporting Relationships:

- TNH Manager reports to TNH Committee of Management
- TNH Manager is responsible for supervising the work of TNH staff, tutors and volunteers and students on placement.
- TNH manager and staff work within the Yarra Plenty Regional Library policies and procedures.
- MOUs with Thomastown Library and City of Whittlesea
- Participate in Whittlesea Neighbourhood House Network, North East Neighbourhood House Network, Thomastown Precinct and other relevant networks, including the peak body; NH Vic
- Sublease with Friends of Westgarth Town Inc and other hires as required

Extent of Authority:

TNH Manager has delegated authority to manage the daily operations of the neighbourhood house

Finance and compliance	<ul style="list-style-type: none">• Prepare and monitor Neighbourhood House budget in consultation with TNH treasurer and finance officer.• Prepare funding submissions, acquit grant funding as necessary• Ensure ongoing financial viability of TNH• Banking including online transaction• DHHS reporting
Governance	<ul style="list-style-type: none">• Resource the committee of management to ensure excellence in governance and financial accountability at all times• Maintain accurate and safe record keeping
Marketing and Promotion	<ul style="list-style-type: none">• Develop and maintain marketing strategy for promotion of the Neighbourhood House and its activities.

Community Development	<ul style="list-style-type: none"> Employ community development principles across whole of organisation.
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Additional Requirements

In addition to the selection criteria identified above applicants must have the following the following:

- **Mandatory**
Current Working with Children Check and Police Check
100 points ID check for Bendigo Banking
- **Preferable**
Current Victorian driver's licence and own vehicle
Certificate 2 in First Aid

KEY SELECTION CRITERIA

Required

- Degree in community development or similar and or three years minimum experience.
- Understanding of non-profit and neighbourhood house sector and experience working with and for a committee of management
- Demonstrated ability to run community markets, festivals and events within a community development framework and apply for funding accordingly
- Exceptional interpersonal and communication skills, written, verbal and across a range of social media platforms
- Understanding of and ability to run social enterprise projects
- Ability to project manage and establish community hub and underpin with robust policies and MOU
- Excellent financial management skills with global and finite budgets
- Recruit, retain, engage and manage staff and volunteers, and work with range of stakeholders

Preferable

- Café barista skills to support running of social enterprise café

APPLICATION PROCESS

To apply for this role please provide
Current CV with three referees
Cover letter (one page)
Response to the Key Selection Criteria
(maximum two pages)

SEND APPLICATION TO

Justine Sless
[Email manager@tnh.org.au](mailto:manager@tnh.org.au)
Enquiries – 03 8376 6939

CLOSING DATE

Friday 1 November 5pm

INTERVIEW TIMES

Monday 18 November 3pm -5pm
Tuesday 19 November 12noon – 3pm
(please state preference on application)