



Clota Cottage Neighbourhood House Inc. Position Description (House Manager)

Position Title	Manager
Primary Purpose	The Manager is responsible to the Clota Cottage Neighbourhood House (Clota Cottage) Committee of Management (COM) for the operation, management and development of Clota Cottage and for ensuring that Clota Cottage is operated in accordance with the Committee's policy decisions, relevant legislation and the service agreements with funding bodies.
Classification:	Neighbourhood House & Adult Community Education Centres Collective Agreement 2016 Schedule 2, Level 7
Hours of Employment	24 hours over 4 days
Type of Employment	Permanent Part Time
Organisational Relationships	<ul style="list-style-type: none">• The Manager reports to the COM and supports decision making and planning through the provision of relevant operational information and advice.• Manages staff members, contactors and volunteers• The COM delegates responsibilities to the Manager through a formal Delegation of authority
Requirements	Employment subject to an acceptable Police Check Current Working with Children Check Victorian Drivers Licence Employment subject to an Australian Right to Work Check
Probationary Period	3 months

Organisational Background

Clota Cottage Neighbourhood House is a Registered Charity, not-for-profit, community organisation based in the City of Whitehorse (Victoria) and established in 1987. Clota Cottage offers educational, recreational and social support opportunities to all members of the community.

Clota Cottage is governed by a volunteer Committee of Management. It is funded through the DHHS Neighbourhood House Coordination Program (NHCP) and has a small amount of Commonwealth Home Support Funding (CHSP) and HACC –PYP funding for social support activities and Adult Community and Further Education (ACFE) funding for training delivery.

Clota Cottage Neighbourhood House works within a community development framework, encouraging change and growth to improve the social, environmental and cultural infrastructures within the local community and individuals.

As an organisation we seek to be inclusive and supportive of people from diverse backgrounds and varying abilities. We believe every individual has inherent worth, knowledge and skills

Vision

Community, Connect, Create

Values

At Clota we value

- Responding to changing/evolving local community needs
- Connecting Supporting and empowering our community
- Quality in everything we do
- Diversity and inclusiveness
- Honesty and ethics
- Openheartedness

Key Responsibilities

1. Community Development

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.
- That the Neighbourhood House welcomes people of 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.

2. Organisational Management

- Manage Clota Cottage's operations and directions and ensure they are consistent with objectives, goals, delegations
- Contribute to the development, implementation and review of the strategic plan in consultation with the COM
- Develop, implement and monitor an annual operational plan and report progress to the COM
- Work collaboratively with the COM and staff to develop an annual budget
- Prepare the Clota Cottage annual report and organise AGM
- Assist the COM to develop and regularly review all policies
- Identify projects, future funding and programming opportunities that align with the strategic focus of the house
- Prepare and monitor project budgets, provide financial reporting and acquit funding as required
- Ensure a safe environment for staff, volunteers and participants
- Ensure a safe environment for children

3. Staff and Volunteers

- Recruit, train and manage other staff employed by Clota Cottage
- Coordinate recruitment, training, placement and management of volunteers at Clota Cottage
- Ensure all industrial obligations are met on behalf of staff and volunteers
- Liaise between staff, tutors, groups and the committee

4. Partnerships and Networks

- Actively participate in local and regional Neighbourhood House Networks e.g. NIECH and Whitehorse Community Houses
- Attend meetings and information sessions held by funding bodies such as ACFE Eastern Metropolitan Regional Meetings, MACV and the CHSP/HACC-PYP EMR alliance meetings
- Build and strengthen alliances with the City of Whitehorse as well as developing mutually beneficial relationships with local businesses and other community organisations
- Represent Clota Cottage at community events as required

Required Skills and Knowledge

- A qualification in Community Work Management or Community Development is preferred and whilst not essential an ability to speak Chinese would be of great benefit in connecting with our local demographic
- An understanding of the challenges and structure of the community/not- for -profit sector and its key drivers e.g. funding bodies, government policy, broad social issues
- Organisational leadership relevant to managing a community organisation
- An ability to recognise and create opportunities to support the ongoing growth of the House, its programs and participants.
- A comprehensive understanding of community development and how to apply its guiding principles in a not-for –profit environment
- A high level of written communication skills, including the ability to produce written reports and funding submissions including Grants, as well as generating marketing materials and web content
- Well- developed verbal interpersonal skills, including the ability to:
 - Effectively engage with a diverse range of people in an inclusive and non-judgmental way
 - Facilitate collaborative problem solving and conflict resolution
 - Represent Clota Cottage and deliver verbal presentations in a variety of professional settings