

KENSINGTON NEIGHBOURHOOD HOUSE INC

89 McCracken Street, Kensington 3031

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Position: Manager
38 hours per week

OVERVIEW

Kensington Neighbourhood House (KNH) offers a range of recreational, social, educational and vocational classes as well as morning childcare. The programs cater primarily for disadvantaged people, families and older adults. KNH's programs operate on the principles of community development, which include empowerment and support to become self-determining, working to establish a just society and building a harmonious community which respects diverse backgrounds.

KNH is registered as a Learn Local Provider with Adult Community and Further Education and is a licenced Children's Services provider and authorised provider of the Child Care Subsidy.

The Manager is responsible for advancing the organisation's vision and mission as well as overseeing all operational activities. The Manager also works with local networks and residents to establish and co-ordinate relevant groups and programs and to encourage community participation.

STAFF AND STAKEHOLDER ENGAGEMENT

The Manager oversees all staff and volunteers and is accountable to a community-based Board of Management. Additionally, the Manager will engage with numerous external stakeholders.

Internal liaison and management of KNH program and office staff, including:

- Community Education Co-ordinator
- Community Development Specialist
- Administrative, Sessional and Contract Staff
- Volunteers
- KNH program participants
- Board of Management

External stakeholder engagement, including but not limited to:

- Residents
- Community organisations and agencies
- Local Government
- State Government
- Funding Bodies
- Business partners

GENERAL DUTIES

- Establish a warm and caring environment which encourages participants to feel safe and welcome. This includes promoting principles of equity and respect between participants, volunteers, staff and the wider community.

- Promote and build strong networks with other organisations to share knowledge and resources.
- Participate in team duties such as attending staff meetings, answering enquiries, funding submissions and dealing with correspondence.

SPECIFIC DUTIES

- Responsible for the realisation of organisational goals by assisting with the development and implementation of the Strategic, Business, Risk Management, Facilities and Marketing plans.
- Be responsible for the overall operational management of Kensington Neighbourhood House, including ensuring the policies and procedures governing KNH are implemented and demonstrated by staff and volunteers.
- Be responsible for all financial aspects of the House. This includes; setting and on-going monitoring of budgets, liaison with Bookkeeper and Treasurer and payment of wages and accounts.
- Lead and manage a team of staff and volunteers. This includes recruitment, supervision and performance management.
- Actively consult, liaise and build strong networks with other community organisations to share knowledge and resources and form partnerships where appropriate.
- Work with key staff to actively pursue business development opportunities that will contribute to the organisation's development, financial viability, profile and risk management. This includes:
 - Identifying funding opportunities and submission writing
 - Developing relationships with business and philanthropists
 - Partnership brokerage and stakeholder engagement
 - Increasing the reach and profile of the organisation beyond the physical site.
- Support and resource the Board and relevant Sub Committees.
- Work with key staff to develop a six-monthly program of Personal Development and Community. Programs that are responsive to the needs and interests of the local community.
- Manage the operations of the Morning Childcare Service which includes acting as a Licence Representative (for Department of Education purposes).
- Actively seek out and undertake additional project work as opportunities arise
- Other duties as directed.

KEY SELECTION CRITERIA

- Undergraduate or postgraduate qualification in community development or a related discipline and/or extensive experience in managing a not for profit organisation
- Strong leadership skills and proven ability to effectively manage staff and volunteers
- Demonstrated commitment to social justice principles
- Exceptional interpersonal, written and verbal communication skills, including the ability to solicit ideas and feedback from a range of sources
- Demonstrated ability to network and build strong working relationships with other community groups and stakeholders
- Strong financial and budgeting skills
- A proven ability to innovate and influence change
- Proven ability to write submissions and secure funding
- Understanding of Child Safe Standards and appropriate behaviours when engaging with children

AWARD CLASSIFICATION:

Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016
Schedule 2A: Adult and Community Education Employees, Level 7

Employment is conditional on Working With Children, National Police Checks and Level 2 First Aid Certificate (or willingness to undergo training).

The Kensington Neighbourhood House is committed to the safety and wellbeing of children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child-safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Everyone working and volunteering at the Kensington Neighbourhood House is responsible for the care and protection of children and reporting information about child abuse.