



Glen Park

position description.

administration & program support (trainee).



Position Description

Administration & Program Support (Trainee)

Award/Classification	Neighbourhood House & Learning Centres Collective Agreement 2010-2011
Level	Level 1 – Trainee
Reports to	Acting Administration Coordinator
Hours	Full Time Fixed Term

Overview of Glen Park Community Centre Inc.

Glen Park Community Centre Inc. is a not for profit, community-based organisation, which provides a range of learning, recreational and social activities to the local community, including a Social Enterprise Café that operates 4 days per week. Glen Park Community Centre Inc. is open Tuesday to Friday, with some weekend and afterhours programs.

Glen Park Community Centre Inc. operates from 30 Glen Park Road, Bayswater North. The City of Maroondah owns and maintains the property and has a lease agreement with the Centre.

Our Vision

A healthy, inclusive, and connected community – free from poverty, isolation and injustice.

Our Mission

Glen Park Community Centre Inc. works to create a strong, connected community – free from poverty, isolation, and injustice, where every person has access to food, housing, social and economic participation, lifelong learning, and support.

Committee of Governance

Glen Park Community Centre Inc. is an incorporated body, under the Associations Incorporation Act. It is governed by a voluntary Committee of Governance, comprised of community members. The Committee of Governance has overall responsibility for the strategic directions of Glen Park Community Centre Inc., with the CEO reporting directly to the Committee.

Position Purpose

- Be first point of contact for Glen Park Community Centre Inc.
- Be responsible for the day-to-day administration functions of the Centre
- Provide Administration Support to Staff and Tutors

Organisational Relationships

Collaborate with CEO, Social Enterprise Coordinator, Finance Coordinator, Program Coordinator, Acting Administration Coordinator, Tutors.

Responsible to Acting Administration Coordinator.

Key Responsibilities

General Duties and Accountability

- Assist with the implementation of procedures
- Provide Administration Support to CEO, Acting Administration Coordinator, Staff and Tutors as requested by Supervisor
- First Aid Officer
- Emergency Relief Program Support
- Support Social Enterprise Café
 - Catering
 - Café Duties
 - Cash Handling
 - Customer Service

Financial Accountability

- Assist with ensuring that all financial processing and transactions are completed efficiently and in accordance with relevant Centre policies
- Identify and report any variances or discrepancies to Supervisor
- When required, assist Staff to prepare for funding submissions for Centre programs and new initiatives

Administration Accountability

- Oversee day-to-day administration of the Centre which will include general reception & administration duties, meet and greet, open and close as necessary
- Ensure a professional standard of presentation of the Centre
- Provide Administration Support to the CEO, Acting Administration Coordinator and others as required
- Liaise with service providers
- Facility Hire (Social & Regular)
- Action enrolments and maintain Student Management System
- Support Administration Coordinator to create and manage marketing material
- Manage data entry and database of memberships
- Be in the initial point of contact for visitors to the Centre
- Maintain office email account

Relationships and Partnerships

- Maintain effective working relationships with funding bodies, local Council, partner organisations and other community stakeholders, and share up-to-date knowledge of community resources, community needs and relevant programs, policies and legislation
- Advocate for Glen Park Community Centre Inc. and the local community as necessary

Leadership

- Demonstrate leadership through ethical and accountable practices
- Maintain an up-to-date knowledge of relevant OH&S Legislation

General Information for Applicants

This position is offered as a full-time position at 38 hours per week for a period of 12 months. This will be reviewed based on funding and growth of the organisation.

The Position Description will be subject to regular review.

Probationary Period

The position is offered for a probationary period of 3 months, with formal appraisal to be undertaken prior to the end of the 3 months.

Superannuation

The Employer contribution is nine percent (9.5%) per annum.

Application Procedure

Please submit an application addressing the Selection Criteria and supply a current resume with the names of three referees.

Applications should be received by Friday 5th February 2021. Applications should include the subject line "Trainee Administration & Program Support" forwarded to office@glenparkcc.com.au

For further information, please contact the Centre on (03) 9720 5097.

Glen Park Community Centre Inc. respects your right to privacy. The information we collect from applicants for this position is kept in accordance with information privacy legislation. Your information will be used to assist in the selection of a suitable person for the position. Glen Park Community Centre Inc. will not disclose your information to other parties without your consent to do so or unless we are required to do so by law. Please note – in accordance with Information Privacy Legislation, it is your responsibility to ensure that those people you have listed as referees are advised that you have provided our organisation with their contact details and that you have their consent to provide this information. For further information on our privacy policy and procedures, please contact the Chairperson. If successful, your details will be kept in your permanent personnel file.