



**POSITION DESCRIPTION  
PHOENIX PARK NEIGHBOURHOOD HOUSE  
MANAGER**

**REPORTING TO COMMITTEE OF MANAGEMENT**

---

Phoenix Park Neighbourhood House's vision is to be a hub of community involvement and learning, a welcoming, friendly and inclusive centre of activity that reflects and celebrates social and cultural diversity.

Our mission is to provide a welcoming and safe place that actively fosters inclusive participation and partnership in living and learning. We do this by offering accessible and affordable courses, programs and services designed to enrich the lives of all in our community, regardless of age, ability or background. We encourage a sense of belonging in the community.

Our Centre is funded by DFFH (Neighbourhood House Coordination Program) and Stonnington Council along with revenue raised through grants, fundraising activities and programs.

Phoenix Park Neighbourhood House's activities include art programs, mah-jong, various exercise classes, singing group, writing workshops, photography, philosophy, a film group and a discussion group.

**PURPOSE OF POSITION:**

To provide leadership to staff and the community, ensuring the needs of the local community are recognised and responded to with a collaborative approach. We support and provide a range of activities which give opportunities for our community to participate. These activities meet the aim of reducing isolation and to foster social interaction with others in the community and are offered in response to the needs and suggestions of our community.

The Committee of Management is committed to offering new and diverse activities to ensure we continue to be responsive and understanding of our community.

**LOCATION**

Our Neighbourhood House is located at Phoenix Park, 22 Rob Roy Road, Malvern East 3145, however from time to time the Manager may be required to oversee courses at external venues.

<b>Classification</b>	Social, Community, Home Care and Disability Services Industry Award 2010
<b>Hours of work</b>	25 Hours per week
<b>Trial Period</b>	Trial period of 3 months

## **QUALIFICATIONS, EXPERIENCE**

Suitable qualifications in Community Development, Education or other relevant field; and a combination of relevant experience, expertise and competence sufficient to network and engage communities effectively

## **MANDATORY**

- Current driver's licence (The Manager will be required to use their own vehicle for which they will be reimbursed)
- Agree to undergo a Police Check and a Working with Children Check
- First Aid Level II
- Competent in current Microsoft computer applications

## **KEY RESPONSIBILITIES:**

### *Management and Accountability*

- I. Responsible for overseeing the day-to-day operations of Phoenix Park Neighbourhood House within the broad policy and financial directions set by Committee
- II. Prepare, manage and monitor effective and responsible budgets in conjunction with the Bookkeeper, Treasurer and Committee
- III. Develop operational policies and procedures and guiding the committee in the development and monitoring of governance policies and procedures

### *Leadership and Operation*

- I. Provide leadership and a high level of organisational skills in planning, developing and evaluating a range of programs and strategies
- II. Facilitate effective communication within Phoenix park Neighbourhood House and with funding bodies, external agencies, community and business and our local Phoenix Park community hub
- III. Promote Phoenix Park Neighbourhood House in the community and coordinate the development of promotional material, social media and our web site

### *Staffing*

- I. Under the direction of the committee and in accordance with organisational policies and procedures, be responsible for the recruitment, selection and supervision of all staff, volunteers, students and tutors
- II. Be responsible for staff professional development, identifying staff training needs and facilitating access for staff and volunteers to appropriate training and development programs

### *Community Development*

- I. Strengthen and enhance effective communication and partnerships with a range of community stakeholders, including residents, the local Phoenix Park hub (including library, school, health centre, playgroup) and other community agencies
- II. Encourage and resource community and individual initiatives which are consistent with Phoenix Park Neighbourhood House's business plan and constitution
- III. Develop and implement processes which focus on ongoing engagement of the community

### *Relationships*

- I. Develop an effective working relationship with the committee
- II. Continue to maintain an effective working relationship with the funding bodies including Stonnington Council, the Department of Families, Fairness and Housing (DFFH) and Community Bank Malvern East | Bendigo Bank.
- III. Participate in and represent the organisation at community forums and meetings
- IV. Maintain and share up-to-date knowledge of community resources, community needs and relevant programs, policies and legislation
- V. Network with other Community House Network Southern Region (CHNS), Neighbourhood Houses and community groups in the local and wider community
- VI. Undertake community consultation on a planned basis and in response to need

### *Practice, Policies and Procedures*

- I. Responsible for day-to-day management of service delivery of the highest possible standard
- II. Responsible for meeting requirements of Stonnington Council and DFFH
- III. Prepare submissions and acquittals for funding received from Government and other relevant organisations

### *Reporting and Accountability*

- I. Report monthly, or more frequently if required, to the committee regarding the activities of the organisation and opportunities for development
- II. Keep the committee informed of relevant information, to enable them to meet their duty of care obligations and their committee roles
- III. Facilitate a timely Annual General Meeting

## **KEY SELECTION CRITERIA, SKILLS & ATTRIBUTES**

- I. Demonstrated experience in and commitment to working with the community, in line with community development principles and practices
- II. Knowledge and experience of policy related to the Neighbourhood House Coordination Program (NHCP)
- III. Proven managerial experience in financial and management procedures within an Incorporated Association
- IV. Ability to manage and lead staff, volunteers and user groups
- V. Experience in working effectively with diverse populations and with a broad range of community partners and stakeholders
- VI. Entrepreneurial and resourceful in generating funding for sustainable service delivery
- VII. Excellent written and communication skills targeting diverse audiences

Applications can be submitted via email to Janine Halls, President, Phoenix Park Neighbourhood House, [president@phoenixparknh.org.au](mailto:president@phoenixparknh.org.au), with a letter addressing the key selection criteria and forwarding a current CV with contact details for two current referees.

Salary and conditions will be in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.

Salary and Hours will be negotiable dependant on qualifications and experience. Hours per week will be approximately 25.

Applications close Friday 7<sup>th</sup> May with commencement required on or before July 1st 2021.

For enquiries and a confidential discussion regarding this position, please call Janine Halls on 0407 092 785.