



# **Bellarine Living and Learning Centre Manager**

## **POSITION DESCRIPTION**

### **POSITION DETAILS**

<b>Position title:</b>	Manager
<b>Reports to:</b>	Bellarine Living and Learning Centre Committee of Management
<b>Supervises:</b>	Staff, tutors and volunteers
<b>Hours:</b>	30 hours as negotiated
<b>Classification:</b>	NHACE Collective Agreement 2016 – dependent on experience
<b>Conditions:</b>	As per Collective Agreement determining working conditions of staff in Victorian Neighbourhood Houses. A satisfactory Police Check and Working with Children Check is a mandatory requirement for this position. Subject to a 6 month probationary period.

### **ABOUT US**

Bellarine Living and Learning Centre (BLLC) at 20 Worden Court Whittington is an incorporated association governed by a Committee of Management established in 1985. The building is provided by the City of Greater Geelong (COGG) and receives recurrent Neighbourhood House coordination program (NHCP) funding from the Department of Health and Human Services (DHHS). Other sources of funding can include COGG neighbourhood grant program, Adult Community and Further Education (ACFE), fee for service charges, other grants as required.

The Bellarine Living and Learning Centre is committed to the Neighbourhood House sector community development principles of:

- Community Participation
- Community Ownership
- Empowerment
- Lifelong Learning
- Inclusion
- Access and Equity
- Social Action
- Advocacy
- Networking
- Self Help

### **Vision**

Embracing diversity in people, programs and partnerships

### **Mission**

A welcoming and safe community that provides opportunities for support, empowerment and growth.

### **Values**

Connection | Respect | Support | Opportunity



## **THE ROLE**

The Manager is responsible to the Committee of Management for the operation, management and development of the BLLC and for ensuring BLLC is operated in accordance with the Committee of Management's policy decisions and service agreements with funding bodies. This position requires a fundamental understanding of the role of community organisations; proven organisational ability with experience in managing all aspects of a community organisation; a command of community development principles and skills, an ability to develop and communicate policy and to advocate for the local community.

## **KEY OBJECTIVES**

### ***Governance***

- Provide professional advice to Committee of Management regarding funding and service agreement obligations with Department of Health and Human Services (DHHS) and other funding bodies.
- Work with the Board and staff in developing and monitoring the strategic plan, annual action plan and budget.
- Assist the committee to ensure all committee members are well informed of their responsibilities and obligations.
- Assist the committee to identify and minimize risks through the development and implementation of a risk management plan.
- Participate in committee management meetings, providing a report on the previous month's activities.
- Assist the committee to identify policy needs, research and prepare effective and appropriate policies consistent with BLLC values, mission and review as required.

### ***Management***

- Support the ongoing development and review of organisational and governance policies and procedures.
- Work in accordance with those policies.
- Develop funding submissions to support ongoing and new initiatives and ensure reports for funding bodies are prepared and submitted in a timely manner.
- Support the implementation of community engagement and consultation strategies to ensure BLLC remains aware of and responsive to local community needs.
- Manage formal eligibility requirements to all funding bodies including undergoing financial and systems audits as required.
- Develop and manage staff contracts.
- Complete schedule of supervision for staff and volunteers.

### ***Delivery and Operations***

- Provide oversight and direction of services, programs and new initiatives.
- Provide oversight and direction to employees and volunteers to ensure smooth operation of programs and services.
- Ensure day to day administrative and operational tasks of BLLC are carried out.



- Facilitate the development and distribution of promotional material including hard copy and social media for BLLC.
- Conduct promotional activities to encourage a range of people from the local community to participate in the activities and programs of BLLC.
- Coordinate regular evaluation of programs, services, funding and action plans.

### ***Relationships***

- Attend relevant community organisations and services and Barwon Network meetings where required.
- Guide the development of new partnerships and manage existing relationships with community service organisations, local and state governments, schools and businesses to ensure key objectives are met in a collaborative manner and ensure the interests of BLLC are clearly articulated.

### ***Capacity Building***

- Engage in professional development activities to ensure all staff and volunteer knowledge and skills are current and relevant.
- Provide regular supervision and support to all staff and volunteers. This can include training and mentoring.

### **KEY PERFORMANCE INDICATORS**

- The ability to meet organisational requirements as set out in the strategic and annual plans.
- The Committee of Management will conduct a performance review annually.

### **KEY SELECTION CRITERIA**

The applicant must demonstrate:

- Relevant tertiary qualifications and/or extensive experience in the community sector particularly in the area of community development or have a command of community development principles and practice.
- The proven ability to implement the strategic goals and objectives of an organisation.
- An understanding of Committee of Management governance functions and the capacity to work effectively with a volunteer-based Committee of Management.
- Business management experience including sound financial management skills.
- The ability to identify community needs and to plan, develop, monitor and evaluate high quality programs to meet those needs.
- The ability to represent, and advocate for the organisation and the community in a highly professional manner.
- Highly developed administrative, organisational and negotiation skills.
- Highly developed written and oral communication skills including the ability to relate well to people from a variety of backgrounds including those from culturally and linguistically diverse backgrounds, people with a disability, those on low income or unemployed, and elderly people.
- Completion of OVA training, First Aid Level 2, Mental Health Training or the ability to undertake training.



- Drivers licence and car.
- Victorian Police Check and current Working with Children check.
- Broad understanding of MYOB, N-Rolls and WordPress.