



## COMMUNITY LEARNING CENTRE POSITION DESCRIPTION

Position Title:	Manager Community Learning Centre
Section	Whole of organisation
Accountable to:	Committee of Management
Date:	May 2022
Pay Scale:	SCHADS Level 6 Point 3
Hours of work:	25 hours per week

Community Learning Centre (CLC) was established in August 1995 to offer alternative learning opportunities for adults and children. Since those early days CLC has grown both physically and in the range of programs offered.

CLC delivers government-funded pre-accredited training, recreational and hobby courses, social groups, volunteering opportunities, and charity works.

All these activities operate within a strong commitment to, and philosophy of, community development, social justice, and lifelong learning. This is reflected in CLC's vision, mission statement, and statement of purpose.

It is essential that applicants can relate to, and communicate effectively with, a wide variety of individuals and groups including staff, volunteers, and external stakeholders.

### **Key duties and responsibilities:**

#### **Community development**

We are looking for someone with a commitment to, and an understanding of the principles of Community Development and who can work with our team and our community to identify and respond to local needs through strategic and innovative leadership demonstrated by:

\* Ensuring CLC offers opportunities that respond to local needs, assets, and capacity

- Leading community projects and service delivery through effective partnerships, collaboration, communication, implementation, reporting, and accountability
- Ensuring operational implementation of community projects and service delivery
- Maintaining up-to-date knowledge of the policy landscape and literature relevant to the effective delivery of place-based community projects

### **Overseeing and ensuring the compliant operation of Adult Community Further Education (ACFE) courses**

CLC requires a manager with the experience and knowledge to ensure that CLC meets all the requirements for continued registration with Adult Community Further Education (ACFE) This includes:

- Working in collaboration with the Programmer Co-ordinator, the Administration Officer, and the Finance Officer to ensure that compliant training is provided to students and certify to the Department of Education that CLC complies with requirements set out in the Pre-Accredited Quality Framework (PQF) and the conditions of registration.
- Ensuring that contractual obligations with funding bodies are met timely and compliant.
- Review systems, policies, practices, and internal audits to ensure continuous improvement across all areas of delivery
- Oversee the correction of any failures of compliance within the centre.

### **Partnerships and networking**

We are looking for a manager who will work with the Committee of Management to ensure that the organisation identifies and is informed of local needs and issues and actively seeks suitable partnerships to successfully meet those needs. This includes;

- Act as a spokesperson for the organisation promoting CLC and its programs to external stakeholders and potential partners
- In partnership with the executive of the committee, represent CLC at official functions and on relevant networks, working and advisory groups.

### **Strategic planning, project management, and innovation**

We are looking for a person who will work in collaboration with both internal and external stakeholders to develop and deliver an innovative, comprehensive strategic and business plan to take CLC into a future changed by recent events. This will include:

- An understanding of, and ability to communicate all environmental factors and financial drivers.
- A plan that meets organisational and community needs and is measurable and accountable.
- An ability to effectively manage change and lead a team in this process
- An ability to recognise innovation and lead a team in the process
- Working with the Committee of Management to develop and implement effective policies
- An ability to write appropriate reports for the Committee of Management and external funding bodies

### **Financial management and budgeting**

We are looking for a manager with a sound understanding of financial management and budgeting who will work collaboratively with finance staff and the Committee of Management to ensure the continued viability of CLC. This includes:

- Ensuring that appropriate accounting processes and controls are exercised and that complete records and accounts required by law are kept.

- Understanding and communicating vital financial performance documents such as profit and loss, balance sheets, budget, and forecasting to all relevant stakeholders
- The ability to effectively liaise with all levels of government and funding bodies with regards to financial performance.
- Ability to prepare, submit and acquit funding submissions for new programs and projects

### **Leadership**

CLC requires a manager with strong leadership skills. Someone who will inspire and motivate staff to achieve their best and ensure that CLC as an organisation provides leadership within the local community, the Community House, and the Adult Community Education sectors. This includes:

- An ability to inspire and motivate staff through relevant mentoring, coaching, and supervision
- Developing and maintaining a strong knowledge of the key sectors in which CLC operates
- An ability to utilise effective communication that forges strong relationships, builds trust between peers, supports commitment, and encourages teamwork.

### **Key selection criteria (to be addressed in application)**

- The capacity for collaborative leadership and management of staff and volunteers
- High level administrative, organisational, and negotiation skills
- Command of community development principles and practice, preferably in a Neighbourhood House environment
- The ability to represent, and advocate for the organisation and the community in a highly professional manner
- The ability to identify community needs and to plan, develop, monitor, and evaluate high-quality programs to meet those needs.
- The ability to oversee, and be accountable for, the compliant and successful operation of the ACFE operations
- Capacity to work effectively with and resource a volunteer Committee of Management
- The ability to fit into a well-working team

### **Other information**

- 2 Referees must be provided
- 6-month probationary period will apply to the appointee
- Current police check and working with children check
- Driver's license preferred

Applications close Monday, May 30<sup>th</sup>, 2022, and should be emailed to [chairperson@communitylc.org.au](mailto:chairperson@communitylc.org.au)

