



## Position Description- Assistant Manager

### About the organisation:

Sandybeach Centre is an independent, not-for-profit, community co-operative society, established in 1982. We provide lifestyle, education and support services to people in the Bayside, Kingston and Glen Eira local government areas of Melbourne. The Centre is a strong community focused organisation and a Learn Local organisation. We are a hub for educational, social, recreational, and cultural activities in the community, encouraging personal and professional development. We are committed to the safety and wellbeing of children, young people and all adults.

### Part A: Organisation mission statement and values

#### Mission Statement

Sandybeach Centre is an inclusive organisation providing programs and services that enrich the quality of life for our diverse community.

#### Values

Sandybeach Centre will become the place to meet, connect, learn and have fun. The Sandybeach values are:

**Respect** for our all members of our community is important. Without it, the enrichment and change will not be possible. We focus on being respectful of each individual and adopt a person-centred approach in everything we do.

**Integrity & Honesty** Great results can be accomplished with integrity by honest and enthusiastic people who value their community and actively seek out positive change for everyone. “Do the right thing, be mindful and acknowledge our mistakes”.

**Care** Provide a safe and secure environment for staff, volunteers and all who engage with us.

**Collaborative & Inclusive- everyone is welcome.** We aspire to work with people from diverse backgrounds and embrace teamwork first in order for all to succeed. We seek to understand the diverse needs of our community and our role in addressing them.

## Part B: Position specification

Role title: Assistant Manager			
Department:	Administration	Classification level:	SCHADS Level 7
Reporting structure:	Reporting to: Chief Executive Officer  Direct reports: STEP/ACFE/FFS Coordinator, REACH Coordinator and Marketing		

### Position statement

The Assistant Manager will play a vital role in the strategic direction of the services and program development of the Sandybeach Centre. Together with the CEO and leadership team the role will be responsible for managing programs and services. This will include community consultation, program design, implementation and review. This role will also be the second in charge in the Centre and represent the Centre accordingly.

### Responsibilities

- Manage, develop, implement, and review programs and services at SBC, that are in line with the business and strategic plan. (This includes targeted programs to support specific cohorts in the community)
- Collaborate with Leadership team to ensure a smooth transition to new operating models and engagement with all program delivery staff and volunteers (via Admin volunteer coordinator role).
- Manage, support staff 1:1 and group setting.
- Guide budget and program proposal development and contracts/grants management.
- In conjunction with Leadership team, ensure program and financial targets are met to ensure sustainability of the Centre.
- Monitor and support Marketing role in the production of media and communication plans for the centre.
- Plan and undertake community events, in collaboration with team, staff, volunteers and with community stakeholders.
- As required represent SBC at local community events including fun days, festivals, and other events.
- Review and document the procedures and policies for programs and events.
- Co-ordinate community consultations through surveys, social media and forums to assess the needs of the community.
- Lead the development of the funded delivery plans eg. ACFE

- In conjunction with the CEO set program budgets, pricing and oversee expenditure of grants and funding streams

### Delegations, authority levels and decision making

- Delegate program and project management work to direct reports within scope of roles.
- Approve changes and payments within budget as per delegation authority.
- Approve and manage all program area timesheets and leave entitlements.
- Approve changes to program positions of all direct reports and staff within scope of role and budget.
- Approve payments within the budget for each program area and be a second signatory with organisational financial institution.
- Report/monitor contracts with all government agreements and have authority to act on Centres behalf as per delegation schedule.

## Part C: Job specification

### Qualifications

#### Mandatory:

- A qualification in Community Development (or equivalent) with a minimum 3 years relevant industry experience.
- Current Police check & working with children's check

#### Desirable:

- Graduate Community Management qualification

### Specialist skills and knowledge

- Demonstrated experience in developing and managing community programs, projects and events in a community sector environment.  
Developed community partnership skills
- Excellent written and verbal communication skills.
- Proficient in using electronic media, developing surveys and CRM systems.
- Sound strategic thinking, planning, and organisation skills.
- Experience preparing budgets and grant submissions.
- Ability to work effectively both autonomously and collaboratively in a team environment.
- Experience in working in management role with multifaceted programs and reporting structures

### Key selection criteria / Personal attributes

- Demonstrated management and project management experience in a community service
- Clear understanding of teamwork and the development of high functioning teams
- Ability to manage a wide range of task and programs with a small team
- Leadership qualities that align with a commitment to the Sandybeach values (see above)
- Understanding of reporting, budget cycles and planning in the community sector