



POSITION DESCRIPTION

Deans Marsh Community Cottage Manager

POSITION: Deans Marsh Community Cottage Manager

REPORTS TO: Committee of Management

HOURS: (Part time) 20 hours per week

CLASSIFICATION: SCHADS Level 6

POSITION CONTEXT:

The Deans Marsh Community Cottage is funded through the Neighborhood House Program of the Department of Families, Fairness and Housing to deliver social, recreational and educational activities and programs responding to the needs of the community of Deans Marsh and district. The Cottage is governed by an incorporated association led by an elected Committee of Management (CoM)

The Cottage operates from an office and meeting room located at the Deans Marsh Hall building at the Memorial Recreation Reserve. An MOU with Surf Coast Shire's Community Assets Committee provides access to a range of facilities on the Reserve for the delivery of programs and activities.

The Cottage offers a regular program of activities, and each year runs a number of community events including a series of markets and an annual festival. The Cottage also supports a number of unincorporated community groups by acting as an auspice agency.

The Cottage Manager, under the general direction of the Committee of Management, is responsible for managing overall operations of the Cottage and maintaining relationships between the Cottage and the community and stakeholders.

DUTIES AND RESPONSIBILITIES:

Under general direction of the Committee of Management the Deans Marsh Community Cottage Manager will undertake the following duties:

Operational Management

- Manage the day-to-day operation of the Cottage in accordance with the Annual Plan, Approved Budget and Policies and Procedures.
- Maintain Occupational Health and Safety regulations and manage risks for all staff, visitors, program participants and the general public.
- Maintain operational records and program/activity data and statistics.
- Report to the CoM on program delivery and advise the CoM on delivery outcomes and opportunities.

Program Planning and Development

- Develop and implement Cottage programs and initiatives that respond to community needs directly through staff and contractors or through collaborations.
- Consistent with community development principles, and when appropriate, support the community to develop and implement initiatives by acting as a convener or facilitator.
- Investigate and secure funding for programs and initiatives.

Community Engagement

- Liaise with and maintain effective relationships with community groups and organisations, service providers and relevant local, state and federal government departments and agencies.

Communications

- Promote Cottage programs and activities through all avenues including the community newsletter, local newspapers, Facebook, the website and physical notice boards.
- Research and disseminate information relevant to the community from other sources and agencies.

Staff & Volunteer Management

- Supervise and support staff and volunteers involved in the delivery of Cottage programs and initiatives and where appropriate facilitate access to development opportunities.
- Recruit and engage collaborators/contractors to deliver agreed programs and initiatives.
- Encourage volunteer participation in Cottage programs and initiatives and in the governance of the Cottage.

Financial Management

- Assist the Treasurer to develop an Annual Budget.
- Receive income and make payments in accordance with agreed policy and procedures.
- In consultation with the Treasurer prepare and submit reports required by funding bodies.

Administration

- Develop, review and, where necessary, amend operating policies and procedures for consideration and approval by the CoM.
- Undertake administrative tasks associated with Cottage operations.
- Monitor the operations of auspice groups.
- Provide regular operational reports to the CoM and relevant stakeholders.

REPORTING RELATIONSHIPS

This position reports to the Committee of Management.

Other staff and contractors engaged by the Cottage report to this position.

This position is responsible for the supervision of volunteers engaged in the delivery of Cottage programs and initiatives.

OTHER RELATIONSHIPS

This position has relationships with a wide range of stakeholders, including community members, community groups, local government, philanthropic groups and the extended Neighbourhood House sector.

SKILLS AND KNOWLEDGE

- Experience in the development and implementation of programs and projects, preferably in a Neighbourhood House setting.
- Demonstrated administrative and organisational skills and computer literacy, including experience working with emails, spreadsheets, databases, electronic filing, CANVA, Google Sheets, Wix and Mailchimp.
- Demonstrated basic financial management skills, including producing and monitoring simple budgets and producing financial reports.
- Demonstrated ability to write grant submissions, program reports, program acquittals and evaluations.
- Knowledge and understanding of community development principles and practice.

PERSONAL ATTRIBUTES:

- Highly motivated with an ability to work independently to prioritise and carry out tasks to completion with minimal supervision in a timely manner.
- Strong attention to detail.
- Well-developed interpersonal and communications skills.
- Demonstrated ability to relate well to people from a variety of backgrounds.
- Capacity for collaborative leadership and management of staff and volunteers.
- Capacity to work effectively with and support a volunteer-based Committee of Management.

ADDITIONAL SELECTION CRITERIA:

- Relevant qualifications in community development or a related discipline will be considered favourably.
- Experience working in the Neighbourhood House sector will be considered favourably.
- A current driver's licence and access to a motor vehicle is essential

CONDITIONS OF EMPLOYMENT:

Terms and conditions of employment will be based on the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2024

Approved: Committee of Management

Date: June 2026