

Harcourt Valley Community House Position Description – Manager

June 2026



Position:	Manager – Fixed term (6 month contract)
Position Status:	Part time
Hours of Work:	25 hours per week
Award:	NHACE collective agreement (SCHADS)
Classification:	Level 7 – Salary Packaging available

Role of the Manager

The Manager is responsible to the Harcourt Valley Community House Standing Committee (the Committee) for the operation, management, and development of Harcourt Valley Community House (HVCH) and for ensuring that HVCH is operated in accordance with the Committee’s strategic framework and the service agreements with funding bodies.

This position requires a fundamental understanding of the role of community organisations, proven organisational ability with experience of leading and managing a community organisation, a command of community development principles and skills, and an ability to develop and communicate policy and to advocate for the local community.

In addition, previous experience in, and an understanding of, communities going through natural disasters and recovery management would be highly desirable but not essential.

Position title: Manager (Fixed Term)

Reports to: HVCH Standing Committee, HR Manager, Castlemaine Community House

Direct Reports: Community Lunches Coordinator. Community Pantry Coordinator, Garden Group, Volunteers and any other focus groups that emerge.

The Harcourt Valley Community House Committee acknowledge the Dja Dja Wurrung people as the Traditional Owners of this land. We thank them for their care of Country and pay our respects to elders, past, present and future.

HVCH is one of over 400 community houses in Victoria. Also called neighbourhood houses and learning centres, these local organisations provide social, educational, and recreational activities for their communities in a welcoming environment. HVCH operates under the auspice of Harcourt Progress Association (HPA) and is a member of NHVic.

Currently the HVCH is not in receipt of recurrent, State Government funding called the Neighbourhood House Coordination Program (NHCP). The HPA and the Committee are striving to achieve ongoing NHCP funding through lobbying of government and demonstration of the significant need for our community to have a fully funded Community House, especially in the wake of the Jan 9th fire. It is through the generosity of a local business’s significant fundraising efforts, and their recognition of the vital role the HVCH will play in the recovery of our community, that funding for this position has been provided.

HVCH operates out of the main building at 23 Station St, Harcourt. It is staffed by voluntary workers and encourages the participation of all members of the community.

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Programs and activities at the house include:

1. Community Lunch
2. Community Pantry
3. Community Book & Puzzle Library
4. Public Printing & Office Services
5. Internet Access – Slow Tech Program
6. Drop in
7. Playgroup
8. Rooms for hire
9. Can & Bottle Recycling
10. Project management of several grants (current and pending).

It is the intention that the HVCH Manager will continue to work with existing programs as well as build and grow new programs driven by community need. The HVCH Manager will also support the advocacy for ongoing Government funding as well as seek grants and other funding sources to support the ongoing operations of the Harcourt Valley Community House.

Please note, production of the Core Newsletter operates within the building but this is managed by a dedicated team of volunteers (the Core Standing Committee) and is not under the supervision of the HVCH Manager.

Principles and practices

HVCH works within in a community development framework, encouraging change and growth to improve the social, environmental, and cultural infrastructures within the local community and individuals. HVCH seeks to be inclusive and supportive of people from diverse backgrounds and varying abilities via our commitment to:

1. Assist the community of Harcourt in the long-term recovery of the community by the provision of activities and programs, meeting spaces, advocacy, connecting people to services and supports, where appropriate and creating opportunities for community connectedness.
2. Social justice and inclusion at all levels.
3. Progressing environmental issues.
4. Developing programs to meet the needs of the isolated and marginalised.
5. Supporting the Harcourt community and their needs.

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All staff, volunteers and management are bound by the following statement of values:

1. Respect:

We value the inherent dignity and equality of all people regardless of their circumstances.

2. Justice:

We value equality of opportunity, social inclusion and consistency of outcome for all.

3. Commitment:

We value our responsibility to the community and the environment.

4. Integrity:

We value consistency between word and deed.

5. Accountability

We value the acceptance of personal responsibility.

6. Co-operation:

We value working together towards our goals.

Key Selection Criteria (essential):

1. Exceptional interpersonal skills with a focus on collaborative and transparent leadership.
2. Proven capacity to effectively manage staff and volunteers.
3. In-depth understanding and commitment to community development principles and networking, particularly in the context of Neighbourhood House settings.
4. Excellent understanding of governance, strategic planning, budgeting, financial reporting, OH&S, and other legislative requirements relevant to the macro-level operations of HVCH.
5. The ability to represent and advocate for the organisation professionally and strategically with the community, funders, and other stakeholders.
6. Proven experience in fostering positive relationships with diverse stakeholders.
7. Advanced grant writing, funding acquittal, and project management skills, emphasising strategic alignment with organisational objectives.
8. Proficient in planning, developing, monitoring, and evaluating high-quality programs to meet identified community needs.

Qualifications and Experience:

- Possession of relevant tertiary qualifications and/or extensive experience in the community sector, with a preference for experience in Neighbourhood House and community and further education provision.
- A good understanding of the Mount Alexander Shire community and/or Harcourt community or a similar rural community.
- Victorian Driver's License (required)
- Current Workplace First Aid/CPR certificate or willingness to obtain.
- Working With Children Check and willingness to undergo a Police Check conducted by HVCH, ensuring a commitment to safety and compliance.

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Key responsibilities

- Lead the expansion of programs, activities and community participation at HVCH through consultation, networking and strategically engaging volunteers when appropriate to enhance operational efficiency.
- Lead and manage volunteers at the house using best-practice methods. This includes establishing processes to maximise the effective involvement of volunteers in all relevant aspects of HVCH.
- Effectively promote HVCH and its programs.
- Manage centre facilities, bookings and venue hire arrangements, including liaising with internal users and external clients to confirm availability, prepare agreements, and ensure appropriate use of spaces.
- Lead the development and implementation of the HVCH strategic plan, ensuring alignment with organisational vision, community needs, and funding priorities to support sustainable growth and continuous improvement.
- Work with the Committee to develop and monitor the annual budget.
- Lobby state government for HVCH to receive ongoing Neighbourhood House Coordination Program (NHCP) funding
- Coordinate and oversee external contractors including but not limited to maintenance, cleaning, and capital improvements, ensuring compliance with VicTrack tenancy agreement, organisational policies, safety standards, while maintaining clear communication and accurate records.
- Develop and maintain strong working relationships with local, regional, and state-wide organisations.
- Develop submissions for funding to achieve strategic goals and plans as required.
- Proactively manage relationships with funding bodies, ensuring timely submission of reports and other requirements.