

## ALAMEIN NEIGHBOURHOOD & LEARNING POSITION DESCRIPTION

<b>Position Title:</b>	<b>Executive Officer</b>
<b>Reports to:</b>	Committee of Management
<b>Hours:</b>	21 hours per week
<b>Remuneration:</b>	Neighbourhood House and Adult Community Education Centres Agreement 2024 Social, Community, Home Care and Disability Services (SCHADS) Industry Award Level 6
<b>Terms of Appointment:</b>	Permanent (probation period of 6 months)
<b>Key External Relationships:</b>	Government agencies, funding bodies, community organisations, local businesses and members of the public
<b>Internal Stakeholders:</b>	Committee of Management, staff, teachers, volunteers, students and participants

### **Alamein Neighbourhood & Learning Vision & Background**

Alamein Neighbourhood & Learning (Alamein) is a not-for-profit neighbourhood house in Ashburton, opposite Alamein railway station. The Centre provides adult education, community support, wellbeing, leisure and social connection programs for residents of Ashburton, Glen Iris, Ashwood and surrounding areas.

Established in 1976 and incorporated in 1984, Alamein has strong links to the local public housing community and supports people experiencing social, economic, health, educational or other barriers to participation.

Alamein is governed by a voluntary Committee of Management. The Executive Officer manages day-to-day Centre operations and implements Committee-approved strategies, policies, budgets and decisions.

### **Position Objective**

The Executive Officer leads the day-to-day management and operation of the Centre, ensuring Alamein delivers safe, inclusive, compliant and financially sustainable programs and services that reflect neighbourhood house principles, adult community education practice and local community needs.

The role leads staff, tutors, volunteers, programs, compliance, partnerships, administration and Centre operations.

## **Key Responsibilities**

### **Governance and Committee of Management Support**

- Support the Committee of Management with timely reports, advice, papers and operational information.
- Implement Committee-approved strategies, policies, budgets and decisions.
- Coordinate Committee papers, Executive Officer reports, staff reports, AGM papers, audit documents and strategic planning materials.
- Assist with Committee recruitment and induction, noting that governance and oversight remain Committee responsibilities.
- Disclose any actual, potential or perceived conflicts of interest to the President and Committee, including matters relating to room hire, suppliers, partnerships, grants, employment or financial decisions.
- Escalate significant operational, financial, compliance, workforce or safety risks to the President and Committee.

### **Financial Management**

- Manage day-to-day financial administration in line with approved budgets, delegations, funding agreements and financial policies.
- Work with the bookkeeper, Treasurer and Committee on budgets, financial reports, cash flow, grant tracking, audit preparation and acquittals.
- Provide accurate financial information, including income, expenditure, grants, fees, invoices, payroll, timesheets and related records.
- Monitor financial risks and escalate material issues, including budget variances, funding risks, cash flow concerns or control weaknesses.
- If the Treasurer position is vacant or temporarily unavailable, ensure essential financial reporting and administration continues, with support from the bookkeeper, auditor, President and Committee.

### **Compliance, Risk and Quality**

- Maintain a compliance calendar for funding, reporting, audit, acquittal, governance and quality obligations.
- Ensure compliance with relevant program, funding, legal, safety, privacy, child safety and records management requirements.
- Complete required reports, data submissions, attestations, acquittals and annual statements accurately and on time.
- Maintain records and evidence to support audit readiness, funding accountability and organisational transparency.
- Oversee incidents, complaints, feedback, continuous improvement and the operational risk register.

### **People Leadership and Workforce Management**

- Provide day-to-day leadership, supervision and support to staff, tutors, contractors and volunteers.
- Promote a positive, inclusive, safe and accountable workplace culture.
- Build a collaborative team environment through regular communication, consultation and support.

- Schedule and lead regular staff meetings, including after Committee meetings where appropriate, to keep staff informed of relevant decisions, priorities and issues.
- Seek staff input on operational matters, service delivery issues and relevant matters being considered by the Committee.
- Allocate work, monitor workloads and support staff to meet service, compliance and reporting requirements.
- Manage recruitment, induction, probation, supervision, performance development and performance improvement processes.
- Oversee volunteer engagement, induction, role clarity, supervision, recognition and required checks.
- Respond to workplace, volunteer, student and participant concerns, complaints, incidents and wellbeing matters, escalating significant issues where required.

### **Community Development & Partnerships**

- Lead community development activities in response to local needs, interests and priorities.
- Identify community needs and opportunities through consultation, feedback, local knowledge and partnerships.
- Develop and support programs, services and projects that strengthen participation, inclusion, learning and connection.
- Build relationships with local residents, community organisations, government agencies, funders, local businesses and community networks.
- Represent and promote Alamein at external meetings, forums and events, or arrange appropriate representation.

### **Planning, Policy and Organisational Management**

- Ensure Alamein's plans, policies, procedures and systems are implemented, reviewed and kept current.
- Lead organisational planning, including development and review of the Strategic Plan with the Committee of Management.
- Support evaluation and improvement of programs, services, policies and activities.
- Identify and complete grant applications, submissions and service agreements.
- Provide regular reports to the Committee on operations, funding, risks, opportunities and progress against the Strategic Plan.
- Delegate tasks appropriately and ensure responsibilities are clear and completed.

### **Centre Operations and Facilities**

- Oversee the safe, welcoming and effective operation of the Centre, including facilities, room hire, equipment, maintenance, reception, emergency procedures, IT systems and public-facing services.
- Ensure the Centre is accessible, inclusive and responsive to students, participants, volunteers, community groups, renters, partners and members of the public.
- Maintain effective systems for room bookings, program administration, participant records, incident reporting, communication, privacy and records management.
- Ensure room hire, supplier, contractor and partnership arrangements are managed transparently, fairly and in line with approved policies, delegations and conflict of interest requirements.

## **Key Selection Criteria**

### **The successful candidate will demonstrate the following essential criteria:**

1. **Strong understanding of the not-for-profit sector**, preferably including neighbourhood houses, community centres, Learn Local providers, incorporated associations, charities or grant-funded community services.
2. **Demonstrated ability to manage the day-to-day operations of a community organisation**, including staff supervision, program coordination, administration, compliance, financial monitoring, risk management and service quality.
3. Demonstrated understanding of community development principles, adult community education, social inclusion and place-based service delivery.
4. Demonstrated people leadership skills, including recruitment, induction, supervision, performance development, workload management, conflict resolution and support for staff, tutors and volunteers.
5. Demonstrated ability to manage funding, reporting, acquittals, compliance obligations, quality systems and audit preparation.
6. Sound financial management capability, including budget monitoring, financial report interpretation, cash flow awareness, grant tracking and working with a bookkeeper, Treasurer, auditor and Committee.
7. Demonstrated understanding of not-for-profit governance, including the respective roles of the Committee of Management, Treasurer, Executive Officer, staff and external advisers.
8. Strong administrative and organisational skills, including systems, records, reporting, policies, procedures and deadline management.
9. Demonstrated ability to identify and manage operational, compliance, financial, workforce and safety risks.
10. Strong communication and stakeholder engagement skills, including report writing, advocacy, partnership development and working with diverse communities.
11. Relevant tertiary qualifications in Community Development, Social Sciences, Business, Health Promotion, Education, or a related discipline.

### **Desirable criteria**

1. Experience with ACFE / Learn Local, DFFH, local government or similar grant-funded programs.
2. Experience using Xero or similar accounting software.
3. Experience using VETtrak, Microsoft 365 or similar administration and reporting systems.
4. Knowledge of ACNC, Victorian incorporated association and funding body reporting obligations.
5. Experience working with volunteers and vulnerable community members.
6. Current First Aid Certificate.
7. Current Victorian Driver Licence.