

Position Description

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| Position Title | Manager, Vermont South Neighbourhood House |
| Reports to | Board of Management |
| Direct Reports | Program Coordinator, Office Administrator, Bookkeeper, sessional and project staff (including Café staff) |
| Hours | Part Time – 26 hours per week. |
| Classification | Neighbourhood House Employees (SCHCADS Award), Level 7 (translated from Class 3) Neighbourhood Houses & Adult Community Education Centres Collective Agreement 2016 . Pay point depends on qualifications and experience. |
| Conditions | As per Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016 (or currently in force, if superseded) |
| Requirements | Undertake a national criminal history check Hold a valid employee status Working with Children Check (Victoria) First Aid Certificate (or willing to obtain) Australian Right to Work Check |
| Effective date | March 2024 (a probation period of six months will apply) |

Vermont South Neighbourhood House Profile

Established in 1976, the Vermont South Neighbourhood House is one of ten Neighbourhood Houses located with the Whitehorse Council district in Melbourne's eastern suburbs.

The House encourages community engagement through the provision of structured training, lifestyle and recreational courses, socially inclusive activities and events, informal gatherings and room hire. Lifestyle classes in Health & Fitness, Art, General Interest and Children's Activities are also available.

The facility's spacious rooms are available for hire at affordable prices by community organisations or individuals for celebrations, meetings, groups and social support programs.

Vision

A community where all people belong and thrive.

Mission

Vermont South Neighbourhood House is an inclusive hub that engages the community in social and learning opportunities that improve wellbeing.

Values

Collaboration, Integrity, Inclusive, Optimism and Life Long Learning

Purpose of Position

The Manager is responsible to the Board of Management for the operation, management and development of the House and for ensuring it is operated in accordance with the Board's policy decisions, strategic goals, service agreements with funding bodies and relevant legislation.

This position must ensure that the House facilitates a diverse range of recreational, social, educational, support and intercultural activities and opportunities which are responsive to the diverse needs of local communities.

Key responsibilities

Community Development and Advocacy

- Create an environment in the House that welcomes people and enhances relationships between the House, its members and the broader community.
- Engage in research and analysis to identify and respond to community needs.
- Utilise community development principles to promote and resource community and individual initiatives which are consistent with the aims and objectives of the House.
- Provide information, referrals and general support to House participants and members of the community.
- Actively engage in strong working relationships with relevant local, regional and state-wide organisations including Whitehorse Council and the Neighbourhood House network.
- Maintain and build the House's membership database, and engage members in programs and volunteering opportunities.

Planning and funding

- Work with the Board of Management, staff and program participants in the ongoing development and implementation of the House's strategic and annual plans.
- Lead the sourcing, planning and evaluation of programs and activities based on identified community needs.
- Actively drive grant scoping, applications and reporting, and related program design and implementation.

- Work with staff and the Board of Management in developing the annual budget; oversee the monitoring of budgets and reporting to funding bodies.
- Liaise with funding bodies, including but not limited to Adult, Community & Further Education (ACFE – Learn Local), Department of Jobs, Skills, Industry and Regions (DJSIR), City of Whitehorse and Department of Health and Human Services (DHHS).

Management, Operations and Governance

- Lead the House team to undertake daily management and administration of programs.
- Recruit, employ and manage staff, tutors and volunteers.
- Provide performance management and professional development opportunities for the House team.
- Ensure that staff position descriptions are reviewed and updated as required.
- Support the Annual General Meeting process ensuring all compliance obligations are met including but not limited to preparing an Annual Report, as required by the Rules of Association.
- Provide regular reports to meetings of the Board of Management as well as advice on programs and projects.
- Develop, review and implement policy and procedures in conjunction with the Board of Management and in line with the Rules of Association.
- Ensure the effective promotion of the House and its programs through a range of promotional methods.
- Implement and maintain Occupational Health and Safety and Child Safe Standards at the House.

Key Selection Criteria

Qualifications and Experience

- Relevant tertiary qualifications and/or experience in the community sector, social services, education and/or other relevant tertiary disciplines.
- Understanding of and experience in working with community development principles and practices.
- Ability to identify community needs and to plan, develop, monitor and evaluate high quality programs to meet those needs and grow the organisation.
- Ability to work in a small team environment in a consultative manner, supporting and supervising other staff, volunteers and committee members.
- Demonstrated experience in strategic and financial planning and budget management in a not-for-profit environment.
- Experience in successful grant writing, working with government funding bodies and in compliance with accountability requirements and in seeking funding.
- Ability to build, foster and maintain relationships with various internal and external stakeholders (community leaders, government agencies, House members, Board of Management and staff).
- Ability to easily engage people from a range of backgrounds and ages including those from culturally and linguistically diverse backgrounds, people with disabilities and those on lower incomes.
- High level administrative and organisational skills.
- High quality report writing and presentation abilities essential.
- Ability to represent, and advocate for the organisation and the community in a highly professional manner.



I have read, understood and agree to carry out the duties outlined in the above position description.

Signature of Manager (Employee): _____

Date: _____

Name of Manager: _____

Signature of Board Chairperson: _____

Date: _____

Name of Chairperson: _____

Position Advertisement

House Manager

- **Part Time – 26 hours per week**
- **Located at Vermont South Neighbourhood House**

The Vermont South Neighbourhood House is one of ten Neighbourhood Houses located within the City of Whitehorse. The House encourages community engagement through the provision of structured training, lifestyle and recreational courses, socially inclusive activities and events, informal gatherings and room hire.

We are looking for a dynamic and skilled professional to lead our dedicated team and manage the day to day operations of the Neighbourhood House.

The person we are looking for will have:

- Relevant tertiary qualifications and/or experience in the community sector, social services, education and/or other relevant tertiary disciplines.
- Understanding of and experience in working with community development principles and practices.
- Experience and proven ability in leadership and management, within a small team environment.
- Demonstrated experience in strategic and financial planning, as well as budget management in a not-for-profit environment.
- Highly developed verbal and written communication/interpersonal skills with the ability to easily engage with a diverse range of stakeholders.
- High level administrative and organisational skills, with strong attention to detail and a solution focused approach.
- Ability to build, foster and maintain relationships with various internal and external stakeholders.
- Ability to represent, and advocate for the organisation and the community in a highly professional manner.

Applicants are required to address the Key Selection Criteria within the Position Description (max. 2 pages). Applications, including a current resume with names of two professional referees, to be forwarded to chairperson@vsnh.org.au by **COB Friday 29th March 2024**.

For further information please contact Jarrod Gunn, Board Chairperson on 0425 770 778.

Please note – only those short listed will be contacted.