

POSITION DESCRIPTION CENTRE CO-ORDINATOR (PART TIME)

The Alphington Community Centre (ACC) is a neighbourhood house/community centre and has supported the local community for thirty-five years. We provide a range of support and recreation services and information for the local community. We provide services to people who live in Alphington, Fairfield & surrounding suburbs. Our main catchment is located in two municipalities – Darebin & Yarra. We are managed by an elected volunteer board of governance and funded by the Victorian Government and the Cities of Darebin & Yarra.

We are active members of the Darebin & Yarra Neighbourhood House networks, the Northeast Network of Neighbourhood Houses and Neighbourhood Houses Victoria.

OUR VISION

Working together to build and strengthen our community.

OUR MISSION

Alphington Community Centre is a dynamic community organisation. We are a meeting place for people, providing activities and services which are accessible and responsive.

We are committed to providing a range of activities that encourage personal development and life-long learning.

We work in partnership to build connections, foster networks and strengthen our community.

OUR VALUES

- We welcome people of all abilities and ages, from all cultures
- We value, respect, and listen to our community
- We encourage and promote inclusion
- We value diversity, innovation and creativity
- We value our local environment
- We support social justice
- We act with integrity and transparency

Alphington Community Centre Inc. A0023198Z | ABN 64 831 331 597

2 Kelvin Rd Alphington 3078 | Tel. 9499-7227

E info@alphingtoncommunitycentre.org.au | W www.alphingtoncommunitycentre.org.au

POSITION DETAILS

Position title	Coordinator
Reports to	Committee of Governance
Supervises	Centre staff, sessional and project staff, contractors and volunteers
External liaison	DHHS, City of Yarra, City of Darebin, Neighbourhood House Network, local agencies, community groups, other funding agencies.
Hours	30 hours per week, to be worked as negotiated
Classification	SCHADS Award, Level depends on qualifications and experience.
Conditions	NHs & Adult Community Education Centres Collective Agreement 2016
Position commences	April 2017 With a probationary period of 3 months

ROLE OF THE COORDINATOR:

The Co-ordinator is responsible to the Committee of Governance for the operation, management and development of the Centre and for ensuring that the Centre is operated in accordance with the Committee's policy decisions and the service agreements with funding bodies. This position requires an understanding of the role of community organisations; proven organizational ability with experience in managing a community organisation; a command of community development principles and skills; an ability to develop and communicate policy; and to advocate for the local community.

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KEY RESPONSIBILITIES:

Planning and funding

- Work with the committee, centre participants and volunteers in the on-going development of the centre's strategic and annual plans
- Actively research and support new initiatives in the local community
- Work with the committee in developing the annual budget and oversee the monitoring of budgets
- Ensure that reports to funding bodies are prepared and submitted as required
- Develop submissions for funding to achieve strategic goals and annual plans as required
- Assist the committee to develop, evaluate and amend existing policies and procedures

Financial management

- Be responsible for the overall financial management of ACC and its activities, and maintain expenditure within the budget set by the Committee of Governance
- Plan and monitor program spending to ensure that it remains within budget, in consultation with the Finance Officer
- Ensure that the Committee of Governance is kept informed of all financial matters impacting on the organisation

Facility management

- Ensure that the facility is maintained and any repairs or maintenance is organised to be carried out in timely manner
- Ensure that the keylock register is kept up to date and security of the building is maintained
- Manage the hiring of the facility for meetings, parties, workshops etc. and ensure the correct procedures are followed

Program and project management

- Evaluate and deliver on the ACC strategic and annual plans
- Ensure the efficient promotion of the centre and its programs through a range of publicity materials
- Position the centre to take advantage of positive publicity and opportunities for development and sustainable growth
- Develop, seek funding for, and coordinate special projects
- Undertake day to day coordination and administration of programs

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- Develop and maintain a positive social atmosphere in the centre and constructive relationships between the house and members of the community as well as external organizations

Staff and Volunteer Management

- Manage the staff in accordance with relevant legislation and regulations
- Provide effective support and supervision of staff and volunteers including induction of new staff members and on-going review of staff performance
- Promote effective teamwork and communication with staff and volunteers
- In consultation with the Committee of Management, recruit suitably experienced and qualified staff
- Organise professional development opportunities for volunteers and committee members
- Work with volunteers to maximize the effective involvement of volunteers in all aspects of the centre and its programs
- Ensure compliance with relevant legislative, regulatory and industry standards including Occupational Health and Safety
- Support the work experience program throughout the local secondary schools by providing opportunities for students during work experience week

Partnerships and Networks

- Actively participate in the Yarra and Darebin Neighbourhood House networks
- Actively participate in the Northeast Neighbourhood House Network
- Attend the NHVIC annual conference
- Develop and maintain strong working relationships with relevant local, regional and state-wide organizations and networks
- Explore opportunities to partner with local community groups and organisations to deliver community programs and activities

Committee of Governance

- Attend monthly committee meetings on Monday evenings
- Provide reports and advice as appropriate to the Committee of Governance
- Provide support to the Committee of Governance and Secretary to ensure that the Annual General Meeting is called and the Annual Report is prepared as required
- Provide updates on emerging issues in the local community

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KEY SELECTION CRITERIA

Essential

- Capacity for collaborative leadership and coordination of staff and volunteers
- High level administrative, organizational and negotiation skills
- Command of community development principles and practices, preferably in a Neighbourhood House setting
- Ability to represent and advocate for the centre and community in a professional manner
- Capacity to work effectively with and resource a volunteer based Committee of Governance
- Ability to relate well to people from a variety of backgrounds including those from culturally and linguistically diverse backgrounds, people with a disability, those on low income or unemployed, young people and older people
- Ability to identify community needs and to plan, develop, monitor and evaluate high quality programs to meet those needs
- Relevant tertiary qualification and/or experience in community development preferably in a Neighbourhood House/Community Centre
- Highly developed written and oral communication skills with proficiency in Word, email, internet and social media as a minimum

Desirable

- Safe food handling certificate
- Knowledge and experience in reporting required by the Department of Health & Human Services: Neighbourhood House Coordination Program

Prerequisites required prior to commencement

- Police check
- Working with Children Check
- First Aid Level 2
- Current driver's licence and access to a motor vehicle

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APPLICATIONS:

Applications close on Friday 10 March 2017 and must address the key selection criteria. Applicants not addressing the selection criteria will not be considered.

Send your application -

1. Via Email to The Chairperson, Alison Glynn
chairperson@alphingtoncommunitycentre.org.au
2. Or marked confidential via mail to –

Alison Glynn
Chairperson, Alphington Community Centre
2 Kelvin Rd Alphington 3078

For further information regarding the position please contact Becca Smith, Coordinator
Alphington Community Centre 9499-7227

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