

Position Description Neighbourhood House Manager (part time)

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| Approved/effective date | dd/mm/yyyy |
| Due for review | dd/mm/yyyy |

# Neighbourhood House Profile

Localtown Neighbourhood House Inc is a Neighbourhood House, located in the southern-most section of the town/suburb.

Localtown Neighbourhood House encourages the participation of all members of the community. More than 600 people attend programs and activities at Localtown Neighbourhood House on a regular basis. Current programs focus on meeting the needs of

* children and their parents (including those at home caring for these children),
* older people - especially older women,
* people on low incomes,
* local people involved in community arts, craft, dance and music
* self-help groups

## Mission

To create community connectedness through providing inspiration and opportunities for people to develop friendships, extend their support networks, exchange ideas, learn new skills, take classes and become involved more fully in community life

## Philosophy

Localtown Neighbourhood House works within a community development framework, encouraging change and growth to improve the social, environmental and cultural infrastructures within the local community and individuals.

We actively encourage people to be involved in the decision making and ownership of programs and activities in the Neighbourhood House.

Localtown Neighbourhood House seeks to be inclusive and supportive of people from diverse background and varying abilities. We believe every individual has inherent worth, knowledge and skills.

## Principles and practices

Localtown Neighbourhood House is committed to:

* social justice
* community development
* progressing environmental issues
* democracy at all levels
* lifelong learning
* developing programs to meet the needs of the isolated and marginalised

# Position details

Position title Neighbourhood House Manager

Hours 30 hours per week, to be worked as negotiated

Classification Neighbourhood House Employees (SCHCADS Award), Level 7 (translated from Class 3) Neighbourhood Houses and Adult Community Education Centres Agreement 20XX. Pay point depends on qualifications and experience.

Conditions As per Neighbourhood Houses and Adult Community Education CentresAgreement 20XX.

# Position Objectives

The Manager is responsible to the Committee of Governance for the operation, management and development of the Neighbourhood House and for ensuring it is operated in accordance with the Committee’s policy decisions and service agreements with funding bodies. This position requires a fundamental political understanding of the role of community organisations; proven organisational ability with experience of 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.

# Key responsibilities

### Community Development and Advocacy

Work within the Neighbourhood Houses Community Development Framework to ensure:

* community members have the opportunity to connect, learn and contribute in their local community through social, educational, recreational and support activities.
* communities can identify and address their own needs, starting from the assumption that communities have existing strengths and assets that make them part of the solution.
* the Neighbourhood House welcomes people from all walks of life, creating opportunities for individuals and groups to enrich their lives through connections they might not otherwise make, strengthening networks and building social capital

### Planning and funding

* Work with the Committee, House participants and staff in the on-going development of the House’s strategic and annual plans
* Actively research and support new initiatives in the local community;
* Develop, implement and review policy and procedures in conjunction with the committee of governance
* With the Office Coordinator ensure that reports for funding bodies are prepared and submitted in a timely fashion
* Develop submissions for funding to achieve strategic goals and annual plans as required
* Work with staff and Committee in developing the annual budget; oversee the monitoring of budgets and reporting to funding bodies

### Program and Project Management

* Implement the strategic and annual plans;
* Ensure the effective promotion of the House and its programs through a range of publicity materials
* Position the House to take advantage of positive publicity and opportunities for development and sustainable growth
* Develop, seek funding for, and manage special projects
* With the Office Coordinator, undertake day to day management and administration of programs
* Develop and maintain a positive culture in the House; and constructive relationships between the House and members of the community as well as with external organisations

### Staff Management

* Recruit, employ and manage the Office Coordinator, program tutors, project workers, Occasional Childcare workers and other staff as required

### Partnerships and Networks

* Actively participate in the Localtown City Council/Shire and the Localtown Neighbourhood House Network.
* Actively collaborate with Neighbourhood Houses Victoria as appropriate
* Develop and maintain strong working relationships with relevant local, regional and state-wide organisations

### Volunteers

* Coordinate the recruitment, interviewing and placement of volunteers
* Work with the Office Coordinator to maximise the effective involvement of volunteers in all aspects of the House and its program

### Committee of Governance, Incorporation and Neighbourhood House Membership

* Provide reports and advice as appropriate to the Committee of Governance.
* Provide support to COG, Office Coordinator and Secretary to ensure that AGM is conducted and Annual Report is prepared as required by constitution
* Provide regular reports to meetings of Committee of Governance as well as advice on programs and projects
* Empowerment, skill development and capacity building of the voluntary COG.

# Requirements for the Job

## Essential

The manager must be able to demonstrate:

* command of community development principles and practice, preferably in a Neighbourhood House setting
* the capacity for collaborative leadership and management of staff and volunteers
* the ability to represent, and advocate for the organisation and the community in a highly professional manner
* an understanding of community education principles and current trends
* capacity to work effectively with and resource a volunteer based Committee of Governance
* the ability to relate well to people from a variety of backgrounds including those from culturally and linguistically diverse backgrounds, people with disability, those on low income or unemployed, and elderly people;
* the ability to identify community needs and to plan, develop, monitor and evaluate high quality programs to meet those needs;
* high level administrative, organisational and negotiation skills
* relevant tertiary qualifications and/or experience in the community sector, preferably in a Neighbourhood House and community and further education provider;
* highly developed written and oral communication and computer skills with proficiency in the Office suite, email and the online environment as a minimum.

## Desirable

* Drivers licence
* First Aid Certificate

# Organisational Relationships

Reports to Committee of Governance

Supervises Office Coordinator, Community Development Worker, Childcare, sessional & project staff

# Extent of Authority

The CoG delegates responsibility to the manager for the recruitment and management of staff.

The CoG delegates responsibility to the manager for organisational expenditure in line with the annual budget and within the scope of the current expenditure limits as detailed in the delegation of authority policy.