Charlestown Youth and Community Centre Inc.
Trading as
The Place: Charlestown Community Centre

POSITION DESCRIPTION

Centre Manager

<table>
<thead>
<tr>
<th>Employment Status</th>
<th>Permanent Full Time</th>
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<tbody>
<tr>
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<td>38 hours per week</td>
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<tr>
<td>Terms of Employment</td>
<td>Social, Community, Home Care and Disability Services</td>
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<td>Industry Award 2010</td>
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<td>Remuneration – Level 8, or above the Award by negotiation</td>
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<td>Reporting To</td>
<td>The Board</td>
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<td>Directly Supervising</td>
<td>Program and Marketing Coordinator</td>
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<td>Administration Co-ordinator</td>
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<td>Date Prepared Approved</td>
<td>May 2019</td>
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<td>May 2019</td>
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<tr>
<td>Position Review</td>
<td>Probation – 3 months</td>
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<td>Annual Review thereafter</td>
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Position Purpose:
To oversee the effective operation of The Place: Charlestown Community Centre

Essential Experience and/or Qualifications:

➢ Proven Management experience including strategic planning and business/service development, staff supervision, policy development, risk management and occupational health and safety.

➢ Capacity to establish networks and build positive relationships with a wide variety of stakeholders including volunteers.

➢ Sound financial management skills, including preparation, management and reporting of budgets.

➢ Proven experience in writing successful grant applications

➢ Highly developed communication, interpersonal and mediation skills.

➢ High level problem solving and analytical skills.

➢ Experience in community development and capacity building

➢ Experience in facility and asset management

Desirable Experience and/or Qualifications

➢ Qualifications in business management and/or fitness/leisure management.

➢ Experience in working for a not for profit incorporated association.

➢ Experience in working with diverse demographic groups

➢ Xero or other financial accounting software experience

➢ First Aid certification

➢ Experience in marketing

Personal Characteristics

➢ Proven leadership abilities

➢ Versatile

➢ Organised

➢ Honest and trustworthy

➢ Willing to embrace change

➢ Service-orientated
Relevant Position Information

- The position is child-related and therefore it is an offence for prohibited persons to apply. A “Working with Children Check” including a police criminal history, referee, and disciplinary check will be carried on the successful applicant.
- Out of hours work may be required

Responsibilities

- Fulfil service agreement and lease obligations with Lake Macquarie City Council
- Ensure that the Centre Roster system is in place
- Negotiate contractual needs with local service providers and venue users
- Maintain Centre Security Systems, including emergency situations and general security needs
- Undertake staff recruitment and development, and manage performance (including annual reviews)
- Develop policies and procedures for the operation of the Centre
- Identify, induct, train and develop volunteers with specific skills or talents to satisfy general centre requirements
- In conjunction with the Board, identify areas for improvement within the centre operations and implement recommendations from the Board.
- Ensure all expenditure approval and documentation, and monies are handled in accordance with delegations and policies.
- Prepare and participate in budget reviews
- Manage venue usage to support centre business plan and income generating priorities
- Identify opportunities for funding grants, make submissions, manage reports and complete evaluations
- Establish and maintain positive professional relationships with centre patrons, community members, young people, venue users, and key stakeholders.
- Develop marketing plan and Initiate community awareness of the Centre programs and activities
- Purchase new equipment in accordance with delegations, and ensure equipment and assets are properly maintained and documentation is in order
- Proactively ensure that the Centre complies with all WHS legislation, and risk management and compliance procedures
- Resolve and effectively manage all local complaints and disputes, in consultation with the Board
- Provide to the Board regular reports on centre operations and activities, media activities, all compliance and progress to target reports and other local issues
- Prepare documents required for Department of Fair Trading as per the Incorporations Act 1984
Additional Information

- The successful applicant’s offer of employment will be subject to clear Working with Children check, Criminal History check, and referee checks.
- You will have a probationary period of three months. During this time you will be taken through a staged orientation process as per The Places policies. Included within this orientation process will be continuous evaluation and feedback opportunities.
- You will be expected to comply with the Policies of The Place: Charlestown Community Centre including but not limited to Workplace Health and Safety, Confidentiality and Anti-discrimination policies.
- The Place: Charlestown Community Centre follows Equal Employment Opportunity principles.
- The Place: Charlestown Community Centre maintains a smoke free environment.