



the centre

The Centre: Connecting Community in North & West Melbourne Inc (ABN 21 236 030 938)
58 Errol Street, North Melbourne 3051
Tel: 03 9328 1126
Web: centre.org.au

Position Description

Position title:	Director
Reports to:	The Board
Direct reports:	Business & Operations Coordinator, Community Development Coordinator, Foundation Skills Coordinator, CFO/CIO
Commencement date:	December 2020
Work type:	Four or five days per week, as agreed
Location:	North Melbourne

About The Centre

Established in 1976, The Centre: Connecting Community in North & West Melbourne Inc. is a registered charity, neighbourhood house and Learn Local provider of adult education in Errol Street, North Melbourne. The Centre works towards inclusive, vibrant and resilient urban village communities in North and West Melbourne, creatively strengthening and supporting community life for individuals, groups and organisations to achieve a stronger, safer and progressively more inclusive community.

The Centre is governed by a board with strong ties to the communities of North & West Melbourne, and our members and clientele cover a diverse range of individuals and organisations, reflecting the richness of the local community.

Programs and activities include the *North & West Melbourne News*, Home Away from Homework Clubs, Errol's Angels Community Choir, pre-accredited adult education courses, Spring Fling Street Festival and Spanish Language Fiesta, and the Pop up Neighbourhood House in Docklands.

About the role

The Director provides The Centre's executive leadership through business, financial, human resource and legal management of the organisation. This includes fundraising and seeking government or philanthropic grants, upon which the capacity to deliver many of our projects depends.

The Director works with the board to set strategic goals and the board delegates responsibility for the day-to-day operation of The Centre to the Director.

The Centre's programs and activities include educational programs, community activities and events. We are both a Neighbourhood House and a Learn Local Organisation. The Centre's Director is responsible for oversight of all aspects of The Centre's management, administration and service delivery. This includes stewardship, planning, strategic alliances, marketing, policies, funding and fundraising, programming, financial controls, budgeting, human resources, workplace health and safety, projects and events.

New challenges and needs will face The Centre as the city emerges from the Covid-19 pandemic.

The position may be four days per week or full-time, as agreed. A five-year fixed-term contract will be offered. The contract may be renewable subject to funding and agreement on a further period of re appointment.



Primary responsibilities and accountabilities

Leadership and governance

- Develop, with the board, the strategic direction of The Centre
- Work with Community Development Coordinator, Foundation Skills Coordinator and other staff to develop, evolve and deliver programs and activities in response to community needs
- Ensure all governance and legal obligations are met including board governance needs
- Attend and report at board meetings and other meetings as required

Business and operations

- Develop and execute business, operational and financial plans
- Ensure effective resourcing and delivery of all operations
- Hire, manage, mentor and support staff, building a cohesive, rewarding and high-performance workplace culture
- Maintain and build relationships with key stakeholders at all levels of government, funding bodies, sponsors and partner organisations

Finance and IT

- Work with the CFO/CIO and be responsible for the financial management of the organisation, including budget-setting, budget tracking, budget delegation to staff, and financial reporting
- Lead the development and growth of revenue from government, foundations, business, and earned income necessary to ensure The Centre operates at break-even or better
- Work with CFO/CIO and Operations & Business Coordinator to ensure appropriate record-keeping and reporting to government funding partners

Communication

- Be a spokesperson for The Centre
- Manage relationships with funders including applications, reporting and acquittals and ensure appropriate pitch and fulfilment of all grants and sponsorships
- Ensure The Centre and its programs are effectively promoted within our community

Human Resources

- Review and plan human resource needs; manage human resources manuals, tools, policies and procedures, occupational health and safety requirements
- Lead staff development, performance management and issues resolution
- Manage timely and equitable recruitment processes and legal requirements including contracting and remuneration of staff
- Ensure appropriate record-keeping for staff, including leave and, employment agreements

The ideal candidate

The ideal candidate will be a self-starter with energy, enthusiasm, people skills and sound judgement. A results-driven individual, you probably have a professional background in one or more of our service focuses. Alternatively, you might be experienced building teams or managing people and projects, or even have grown your own business and are now keen to use your talents and experience to build up and empower our local community.

This is an exciting opportunity where your knowledge, skills and expertise will combine with our vision to run a sustainable and effective community development institution in and for North and West Melbourne.

Employment terms and remuneration

The Centre is party to the *Neighbourhood Houses and Adult Community Education Centres Agreement 2018*. This position is remunerated per Level 8 of part B of Schedule 2 to that agreement (which at 1 December will be \$53,71/hr).

Key selection criteria

Required

- Tertiary qualification in a relevant discipline, however related experience will be considered in lieu of formal qualifications for example in the development, implementation and management of community-based programs
- A strong track record of effective diplomacy and team building, leadership, management, development and financial management skills
- Understanding of community development principles
- A strategic and visionary thinker with an entrepreneurial spirit
- High-level interpersonal, consultative, written and oral communication skills
- Demonstrated ability to work effectively in a team and autonomously
- Strong computer/ information technology literacy
- A clear National Police Check and Working with Children Check (employee)

Desired

- Understanding of the neighbourhood house sector
- Experience reporting to and administratively supporting a board
- Experience working with local government
- Experience in innovation with a predisposition to challenge and reinvent
- Current Driver's license

How to Apply

Interested persons are invited to discuss the role with the current director, Tom Seddon, on 0410 478 659 or director@centre.org.au.

To apply, please supply a current resume, contact details for two or more work related referees and a covering letter addressing the selection criteria. Please submit documents in .doc, .docx or .pdf format. Applications close at 5pm on Sunday 25 October 2020.

Applications should be sent to director@centre.org.au.

Applications may also be posted to: The Selection Committee
The Centre
58 Errol Street, North Melbourne VIC 3051