



MILPARA COMMUNITY HOUSE INC.

15 Little Commercial Street, (PO Box 136), Korumburra VIC 3950
☎ 03 5655 2524 ✉ manager@milpara.org.au milparacommunityhouse.org.au
ABN: 84 361 485 080 A0019220Y



Position Details

Position Title: Manager
Organisation: Milpara Community House
Location: 15 Little Commercial Street, Korumburra VIC 3950
Phone: 03 5655 2524
Date: June 2024
Review Date: June 2026

Background

Milpara Community House Inc. (MCH) was established in 1978 and is a community-based organisation committed to building a vibrant and connected community.

We are a not-for-profit organisation governed by an elected Committee of Governance who provide direction to the organisation and make key policy decisions. This role reports directly to the Committee of Governance.

Milpara Community House operates out of the newly established Korumburra Community Hub and offers a variety of learning and social support programs, and services to the community of Korumburra and surrounding areas.

Our current offerings can be seen at <http://milparacommunityhouse.org.au/>

Our Purpose

MCH purpose is to build the capacity of individuals and create a vibrant and connected community by offering opportunities for learning, belonging, support and growth.

Role

The role of the Manager is to work with the Committee of Governance to ensure the efficient operation of the House in line with the organisation's Policies and Strategic Plan.

Reports to

MCH Committee of Governance

Commitment to Child Safety

MCH is a child safe organisation that is committed to the safety, participation, and empowerment of all children. Applicants must hold a valid Working with Children Check and Police check or the ability to obtain these.



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Key Functions and Responsibilities

Strategic Leadership

- Ensure that the organisation has a compelling vision and strategic direction which is aligned with its purpose, values, and goals, in collaboration with the Committee.
- Lead the organisation in setting strategic goals, priorities, and action plans to achieve desired outcomes.
- Ensure that MCH makes consistent and timely progress towards the achievement of strategic goals and action plans and regularly report progress to the Committee.
- Lead the development of the organisation's unique culture and identity, encouraging a shared sense of identity and passion for MCH.
- Strategically promote the organisation in the sector and within the community

Policy and Planning

- Evaluate how well goals and objectives have been met for the following:
 - Securing and increasing funding and other income streams
 - Securing and maintaining strategic partnerships
 - Maintaining its relevance in the community
- Monitor local community needs and demographic trends.
- Demonstrate quality of analysis and judgment in organisational planning, implementation, and evaluation
- Develop realistic plans for securing resources for the organisation's needs – know how and where to go for the funds.
- Maintain and use a working knowledge of significant developments and trends in the community development, Adult Education and Neighbourhood House Sectors.
- Identify policy needs within the organisation.
- Ensure the development of policies that are consistent with the organisation purpose, values, and scale of operations.
- Review and improve policies as required.

Human Resource Management

- Divide and assign work effectively, delegating appropriate levels of freedom and authority.
- Manage and support a team of core staff including permanent, casual and contract workers.
- Ensure that job descriptions are developed/updated, and that regular performance evaluations are held, documented and actions followed up.
- Ensure compliance with personnel policies and State and Commonwealth regulations and legislation relating to workplaces and employment.
- Ensure that employees are appropriately qualified, and that appropriate background checks are conducted.
- Ensure that policies and procedures are in place to maximize volunteer involvement, where appropriate.
- Encourage staff development and education.

Customer/Stakeholder Relations

- Build strong relationships with community stakeholders, including residents, local businesses, government agencies, and nonprofit organisations, and collaborate with the Committee to identify community needs and priorities.
- Play an effective role in securing non-government resourcing for organisational operations.



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- Act as a visible and accessible leader within the community, representing the Community House's interests and fostering partnerships to support its objectives.
- Represent the organisation at relevant meetings and committees and acts as an effective spokesperson ensuring the interests of the organisation are at all times protected.

Financial Management and Legal Compliance

- Assure adequate control and accounting of all funds, including developing and maintaining sound financial practices.
- Work with the relevant staff and the Committee in preparing the annual budget and ensure that the organisation operates within its budget.
- Meet revenue goals, ensuring that adequate funds are available to permit the organisation to carry out its work.
- Maintain official records and ensure compliance with Commonwealth and State legislation, relevant regulatory bodies, and reporting requirements.
- Execute legal documents appropriately.
- Ensure that funds are disbursed in accordance with contract requirements.

Program Development and Management:

- Oversee the development, implementation, and evaluation of a diverse range of programs and services that address the needs and interests of the community, with input from the Committee.
- Ensure that programs are designed to promote inclusivity, diversity, and equity, and that they reflect best practices in community development.

Committee of Governance

- Work well with individual Committee members and the Committee as a whole.
- Prepare and deliver Annual plans, progress reports and financials against variations to the budget reports to the Committee of Governance meetings and at other times as required.
- Support and resource the MCH Committee of Governance to ensure legal compliance, transparency, and policy development.
- Ensure the Committee is kept informed on the condition of the organisation and all important factors influencing it.

Organisational Structure

Please refer to attached chart.

The Manager's position reports to the Committee of Governance of Milpara Community House.

The Manager employs and supervises all Milpara Community House staff.



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Essential Selection Criteria

1. Demonstrated ability to generate growth through grants, sponsorships, programming, special events and donations
2. Demonstrated knowledge of community development principles
3. Leadership experience in a community-based organisation
4. Ability to set and attain clear goals which are aligned to strategic direction
5. Experience in building relationships with key stakeholders
6. Ability to use initiative, problem solve and manage workloads in a busy office environment
7. Commitment to promoting a culture of inclusive practise
8. High level of communication and interpersonal skills
9. High level computer skills in Microsoft Office applications, financial accounting systems and social media.

Desirable Selection Criteria

Knowledge of Adult, Community and Further Education compliance requirements and Pre-Accredited Quality Framework

Other qualifications and experience

- Relevant tertiary qualifications and/or sound managerial experience in the Community Sector or is completing a relevant tertiary qualification and has experience working in a similar sector.
- An understanding of the philosophy underpinning community organisations.
- Holds a Current Drivers Licence.

Terms and conditions

The position is for 30 hours per week.

Time in lieu is accrued and recorded in accordance with MCH policy and procedures.

Award conditions according to Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2018 - Neighbourhood House Employees Level 7.

A 6 month probationary period applies to this position.

Police Record Check – All appointments are subject to a clear National Police Record Check.

Working with Children Check – All appointments are subject to a clear Working with Children Check.

Referees Checks - A minimum of two referees checks will be conducted prior to appointment.

Occupational Health and Safety – All appointments must adhere to OH&S policies, procedures and guidelines and use all the necessary safety equipment provided and to report any defect in any such equipment or workplace hazards as soon as it comes to their attention.

Australian citizenship or a work visa that allows the holder to remain in Australia for a minimum of two years.

Application Process

Applications must address the Key Selection Criteria and include a copy of your resume.

Emails to hello@milpara.org.au