



South Barwon Community Centre Inc.

ARN: A0042863H

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Position Description: Manager, South Barwon Community Centre, (SBCC). Belmont Victoria.

Position Overview

The Manager is the primary ambassador for (SBCC).

This role is responsible for fostering lifelong learning, skill development, and personal growth by managing high-quality education and social connection programs.

The focus is on maintaining a welcoming, inclusive environment and proactively addressing evolving community needs.

Position Details

- **Position Title:** Manager, SBCC
 - **Reports To:** Management Committee
 - **Supervises:** Program and Reception Volunteers
 - **Time Fraction:** 0.67 FTE (25 hours per week)
 - **Award:** Neighbourhood Houses & Adult Community Education Centres Agreement 2024 (Schedule 3B, Level 6), \$53.84 per hour.
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Key Duties & Responsibilities

Operations & Leadership

- Oversee daily operations, ensuring a safe, professional, and welcoming environment.
- Deliver front-facing services that anticipate community needs and inspire creativity.
- Ensure financial responsibility as per Committee of Management guidelines
- Research local demographics to advocate for community interests to the Manager and Committee.

- Develop and draft operational procedures and fulfill organisational objectives.
- Report regularly to Committee of Management.

Program Coordination & Development

- Plan, deliver, and evaluate community engagement projects and learning programs.
- Coordinate community events in collaboration with stakeholders and volunteers.
- Research and implement new initiatives aligned with industry trends.
- Manage allocated budgets and oversee contractor performance.
- Nurture partnerships with relevant community stakeholders.

Volunteer & Staff Management

- Manage the full volunteer lifecycle: recruitment, interviewing, placement, and induction.
- Support the onboarding of teaching staff and contractors.
- Ensure all personnel receive appropriate training to maintain high service standards.
- Provide ongoing feedback, recognition, and professional development for volunteers.

Marketing & Advocacy

- Support the promotion of Centre activities via newsletters, term brochures, and social media.
- Actively contribute to a responsive, inclusive community centre culture.

Key Selection Criteria

Essential:

1. **Qualifications:** Tertiary qualification in Adult/Vocational Education, Community Services, Community Development, or a TAFE-level qualification with significant relevant experience.
2. **Program Management:** Demonstrated experience in planning, delivering, and evaluating community programs.
3. **Communication:** Superior interpersonal skills with the ability to engage with diverse cohorts.
4. **Community Principles:** Applied knowledge of adult education and community development principles.

5. **Teamwork:** Ability to work collaboratively and delegate effectively within a small team.
6. **Technical Literacy:** High-level proficiency in Microsoft Office and mobile devices.
7. **Compliance:** Current Police Check and Working with Children Check (WWCC).

Desirable:

- Experience within an Adult Community Education (ACE) environment.
 - First Aid Certification.
 - Multilingual skills or experience working with translators.
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Health, Safety & Physical Requirements

Safety Responsibilities:

- Comply with all OHS legislation, regulations, and SBCC policies.
- Conduct regular hazard inspections and immediately report incidents or "near misses."
Follow up.
- Implement process changes in line with government mandates.
- Support return-to-work plans for injured staff where required.

Physical Demands:

- Regular desk-based work and movement throughout the facility.