



Key Selection Criteria

Centre Manager

Louis Joel Arts & Community Centre

- Tertiary qualifications in Community Arts and Culture management and Community Development and/or an abundance of demonstrable experience and expertise to successfully fulfill this role. A minimum of 5 years experience in management and/or community development roles.
- Well-developed programming skills including program design, coordination, implementation and evaluation and a commitment to working with the Hobsons Bay community.
- Knowledge and experience of the Neighbourhood House Coordination Program (NHCP).
- Proven managerial experience in financial and management procedures and experience with good governance practices.
- Ability to manage and lead employees, contractors, volunteers, stakeholders and user groups and to work with a broad range of community groups.
- Resourcefulness in generating funding for sustainable program delivery.
- Passion for developing a sustainable community arts presence in Hobsons Bay.
- Pro-active leadership, high level analytical skills and entrepreneurial flair.
- Insight and broad spectrum thinking and problem solving in the development and management of the Centre's people and business.
- Strong information technology skills, including the ability to produce and manage documentation and files electronically, and learn new systems as required.
- Strong business acumen including managing budgets with funds from a variety of sources.



Our Vision: We believe communities in Hobsons Bay will be interconnected, vibrant, resilient and will express their creativity and culture through the arts.

POSITION DESCRIPTION

Centre Manager Louis Joel Arts & Community Centre

The Centre Manager supports program development and delivery across all activities within the Centre and in outreach programs.

In this role you will:

- Work collaboratively and flexibly whilst delivering high-quality programs and partnerships in a busy not-for-profit, community arts focussed Neighbourhood House in line with the Centre's Strategic Plans.
- Promote positive partnerships with stakeholders, government departments and professionals across various business areas, functions and organisations.
- Manage resources and activities to ensure initiatives and projects are planned and managed appropriately, to support the achievement of the Centre's objectives.
- Have a positive attitude and enjoy being part of a high performing team supported by an active Board of Management, administration staff and volunteers.
- Develop and oversee Centre budgets in consultation with Board to ensure all programs are delivered within allocated resources.

Located	Louis Joel Arts & Community Centre 5 Sargood Street Altona, VIC, 3018
Reports	This position reports to the Chairperson of the Hobsons Bay Community Advancement Co-operative
Hours	38 hours per week (full time) to be worked flexibly according to commitments and negotiated with the Board. The Manager's role and responsibilities requires occasional weekend and evening work with time in lieu agreements.
Employment Type	Contract Position 2 years, with the potential to be extended.
Classification	Social Community Home Care and Disability Services Industry Award 2010 (SCHCADS – Level 6.1)
Internal Contacts	Hobsons Bay Community Advancement Co-Operative Board of Management, employees, volunteers, tenants, Co-operative members.
External Contacts	Hobsons Bay City Council, Hobsons Bay community, relevant Federal and State Government departments, funding and industry bodies and suppliers.

ORGANISATIONAL ENVIRONMENT

The Louis Joel Arts & Community Centre is a vibrant community owned and operated not for profit organisation located in the heart of Altona. The Louis Joel Arts & Community Centre develops and delivers diverse community arts and wellbeing programs that benefit the community of Hobsons Bay. The Joel Gallery, housed within the Centre, holds up to 26 fortnightly exhibitions yearly encouraging and supporting emerging and established artists.

MAIN DUTIES/RESPONSIBILITIES:

SUSTAINABLE PROGRAM DEVELOPMENT

- Develop an annual community arts and culture program and a term by term community wellbeing program. Evaluate and review programs and strategies with a view to developing a long-term, sustainable and creative responses to the needs of the community and local artists as well as the needs of the organisation to create diverse income streams. Generate innovative, funded projects.
- Maintain and strengthen partnerships with a range of community stakeholders, agencies, Hobsons Bay residents and community leaders and external arts organisations.
- Encourage and resource community and individual initiatives which are consistent with the Vision, Strategic Plans and policies.
- Build relationships with philanthropic trusts, grant funders and sponsors to maximise funding opportunities and to create diverse income streams.

OPERATIONAL LEADERSHIP

- Provide leadership and direction to employees and volunteers, ensuring they have the authority, knowledge and skills to successfully fulfil their roles.
- Maintain and manage the Centre's leases, rentals and venue hire as well as identifying new opportunities.
- Conduct regular and reliable performance reviews of staff and volunteers in line with relevant policies and procedures.
- Manage information technology, administration, property, maintenance and building projects.

REPORTING AND ACCOUNTABILITY

- Maintain an effective working relationship with the Board of Management.
- Fulfil reporting obligations including monthly Board reports, DFFH reporting, Hobsons Bay City Council service agreement reports, grant acquittals and other reports as required.
- Ensure CAV and ACNC records are current and correct.
- Inform the Board of all relevant information to enable them to meet their duty of care, OH&S, workplace and governance obligations.
- Actively participate in Board meetings and sub-committees as required.
- Evaluate and report monthly on the impact of projects, programs and events delivered.
- Facilitate the production of an Annual Report and the Annual General Meeting in consultation with the Board.
- Statement of accountabilities for this position is outlined within the Delegation of Authority.
- Ensure all programs, policies and procedures are implemented and in line with the relevant Government legislation and ensure all procedures are actioned and current.
- In consultation with the Board, contribute to the development of the Strategic and associated plans.
- Manage, monitor and review organisational risk.
- Ensure the Centre is compliant with all relevant legislation and statutory regulations including but not limited to EEO, Anti-Discrimination, and OH&S.

NETWORKS, PARTNERSHIPS AND RELATIONSHIPS

- Seek opportunities for grants, fee for service opportunities and partnerships to ensure sustainability and growth.
- Promote, develop and enhance the profile and activities of the Centre through informed use of promotional material, newsletters, social media platforms, web sites and other multimedia platforms.
- Participate in and represent the organisation at community forums and meetings.
- Contribute to Neighbourhood House Networks (Network West, Neighbourhood Houses Vic and ANCHA) and arts focused community groups in the local and wider community.

PEOPLE AND CAPABILITY

- Under the direction of the Board of Management and in accordance with organisational policies and procedures, be responsible for the recruitment, and supervision of all employees, contractors and sub-contractors, project workers, work experience students and volunteers.
- Coordinate and monitor employees' performance and professional development programs. Identify relevant training needs and facilitate access for employees and volunteers to appropriate training and development programs.
- Report to the Chairperson or delegated Board member on all human resources matters.
- Ensure employees, volunteers and stakeholders are all aware of internal policy and procedures.
- Recruit volunteers and provide an induction procedure.
- Half yearly monitoring of annual leave balances.

FINANCE MANAGEMENT

- In consultation with the Board of Management, contribute to the developing, implementing and overseeing of budgets and financial processes for the Centre.
- Evaluate and interpret financial information for efficiency analysis.
- Prepare submissions and acquittals for funding received from Government and other funding bodies.
- Manage and generate revenue growth through the acquisition of grants, donations, philanthropic trusts and sponsorships as well as maximising revenue growth from within the Centre.

REQUIRED LICENSES/CERTIFICATIONS

- Current Victorian Driver's Licence
- National Police Check and a Working with Children Check
- First Aid Level II