Position Description

**Director**

**The Position**

The Director will lead the operations, people and culture of Deception Bay Neighbourhood Centre, ensuring the centre’s vision and mission are embedded in the organisation’s operations. Reporting to the Management Committee, the Director will develop and maintain strategic relationships and partnerships across the community, to ensure the organisations sustainability and to deliver targeted services. The role will also foster and sustain an organisational culture based on the centre’s values, and respond with a communicative, flexible, strengths-based approach, striving to create a workplace environment that strives for continuous improvement.

**Employment Conditions**

- **Reports to:** Management Committee
- **Work Type:** Fixed-term, full-time
- **Hours:** 38 hours per week, Monday to Friday.
- **Classification:** Social Community Home Care and Disability Award, Level 7
- **Sector:** Not for Profit
- **Location:** 24 Endeavour Street, Deception Bay (Brisbane North)

**Background**

Deception Bay Neighbourhood Centre (DBNC) is an incorporated community organisation, whose core business is to provide a range of programs, services, activities and facilities to residents in the Deception Bay area. DBNC’s mission is to be a catalyst in the community for empowering local people to achieve their goals and to advocate for change on issues that impact our community. We do this by supporting and providing local services, activities and initiatives, and working collaboratively to provide opportunities within the community. DBNC has two key documents that guide us in delivering our services; the Community Development Framework and Strategic Plan.

**Position Goal**

The Director will lead and manage our community based organisation to achieve its mission:

- To be a catalyst in the community for empowering local people to achieve their goals.
- To provide services and partner with opportunities in the lives of the most disadvantaged people in our community.
- To advocate and partner with others for change.
- Deliver services in accordance with DBNCs fundamental values, as described in the Strategic Plan.
- Deliver services in accordance with DBNCs Community Development Framework.
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Organisation Environment

- DBNC operates under social justice principles and within a community development framework to build capacity and capability in the community.
- DBNC acknowledges the indigenous people of this land and acknowledges that both past and present injustices contribute to their significant disadvantage and aims to work in partnership to redress these injustices.
- DNBC is an equal opportunity employer and adheres to workplace health and safety regulations.
- DBNC is an incorporated, not-for-profit community owned and operated organisation for individuals and families of the Deception Bay community.
- The centre responds to individual and community need within a safe welcoming service environment through multiple services, a range of activities, support, advocacy and information.
- The job position is based at DBNC. The centre offers a committed group of employees and volunteers working in an environment of air-conditioned offices. Centre vehicles are available during business hours for transport. DBNC is highly committed to flexible workplace practices.

Relationships and Accountabilities

- The Director reports to the Management Committee of Deception Bay Neighbourhood Centre Inc. The Management Committee provides additional support through executive members and consults with the President on key issues relating to the centre, including human resource management and consults with the Treasurer on financial matters.
- The position is responsible for the management and development of DBNC and its programs while meeting community needs, funding body expectations and quality standards.
- The position is responsible for the implementation of the strategic plan, providing direction for a group of employees and volunteers, for overall monitoring of contracts, organisational profiling, leading community building and strategic partnerships.
- The centre’s relationship with the community is one of a number of lead agencies in Deception Bay, providing support to families, employment preparation and acting as a catalyst for building community capacity and capability in a changing environment.

Key Responsibilities

- Lead the team with vision and by example, manage key staff and direct the operations.
- Develop and maintain strategic relationships and partnerships to position the organisation to ensure organisation relevance, sustainability and deliver targeted services that respond to community aspirations, issues and need.
- Foster and sustain an organisation culture based on collaborative work groups and respond with communicative, flexible, positive and strengths based approaches in a workplace environment that strives for continuous improvement.

1. Organisational Management and Development
   - Implement, monitor and review in collaboration with the Management Committee the five-year DBNC Inc Strategic Plan.
   - Lead the organisation’s annual operational and budgetary planning process and actively participate and contribute to the development of each program area.
   - Provide operational direction in service delivery, community development, as well as entrepreneurial activity while working within a continuous improvement framework.

2. Communication
   - Promote strategies and communication that ensure an interface between DBNC programs and developmental areas of practice.
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- Ensure a contemporary approach to human resource management at DBNC and promote collaborative, cooperative staff groups with an emphasis on promoting a culture that is positive, strengths based, flexible and open to continuous improvement.
- Promote DBNCs point of difference and ensure marketing and promotional profile of DBNC activities and services to community government and business stakeholders.
- Foster collaboration and maintain strategic relationships with government, business and community stakeholders related to the core business of DBNC.

3. Program and Projects
- Identify opportunities and partnerships to secure resources and funding for Deception Bay and regional communities, including funding for DBNC.
- Provide overall direction to ensure service delivery of major programs and community projects are responsive to the community, operate within overarching principles and frameworks, and ensure qualitative and quantitative service levels are maintained in accordance with service plans and DBNC policy.
- Provide direction to ensure a well-utilised and accessible community building and facilities.

4. Strategic Partnerships and Advocacy
- Collaborate with key stakeholders in the community to advocate for the strategic interests of the Deception Bay community.
- Seek opportunities for developing strategic, collaborative partnerships locally and regionally.
- Manage lead agency and partnership entity responsibilities as they occur for consortiums, consultants and projects.

5. Financial Management
- Direct growth and financial sustainability of DBNC, by identifying and funding significant community projects.
- Direct overall financial operations of the centre, including budget forecasts, income and expenditure, and acquittals in accordance with relevant legislation and auditing requirements.

6. Delegated Authorities
   Financial Delegations
   - Expenditure in accordance to the budgets, DBNC Financial Manual and financial policy.
   - New contracts sign off after tenders are approved at Management Committee level.
   - Sign off on Memorandum of Agreement and Memorandum of Understanding to $50,000, auspice arrangements to $50,000 and protocol agreements as required.
   Human Resource Delegations
   - Human resource management, including contractors according to DBNC human resource policies.

Qualifications
- Substantial experience in community-based practice and management roles.
- Relevant tertiary qualifications.

Other
- Some out of hours work is usual and will be required on an as needed basis.
- A driver’s licence is essential. All vehicles at DBNC are automatic.
Key Selection Criteria

1. Demonstrated understanding of the challenges people face due to social disadvantage (poverty, family and domestic violence, mental health, disability and discrimination) and a commitment to the principles of social justice and community development methodology.

2. Demonstrated ability to lead, manage and inspire a multi-disciplined team of staff and volunteers to develop and deliver community based programs and engage the community using a range of complementary professional frameworks.

3. High level interpersonal, liaison, consultation, and collaboration skills and capacity, to build effective relationships with a wide range of internal and external stakeholders including staff, community members, service users, service providers, local committees and all levels of government and business.

4. Demonstrated ability to operate strategically to position the organisation for success within local and wider contexts, including sourcing, creating and securing funding opportunities that respond to community need.

Essential Skills

5. Well-developed report and submission writing skills and communication using modern technology.

6. Demonstrated financial management skills and ability to administer funds governed by complex and multiple arrangements.