Position Identification

Position: Manager

Employer: Thomastown Neighbourhood House (TNH) Committee of Management

Reports to: TNH Committee of Management

Location: Thomastown Library 52 Main Street Thomastown 3074

Hours: 20 hours per week ongoing – days to be negotiated, attendance at some after-hours events required – plus required attendance at monthly market – first Saturday of the month

Classification: As per Neighbourhood House and Adult Community Education Collective Agreement 2016 Social, Community, Home Care and Disability Services Industry Award Community Development Worker Class III SCHADS level 7 – negotiable.

Conditions: As per Neighbourhood House and Adult Community Education Collective Agreement 2016. Approved Time in Lieu (TIL) accrual throughout the year

Probationary period: 3 months

Position Context
Thomastown is located in the southern end of the City of Whittlesea and is a vibrant mix of older settled communities, newly arrived migrants’ refugees and asylum seekers and many young families and a rich vein of food manufacturing. Thomastown is also an area facing significant disadvantage and ranks 1 on the SEIFA indicator.

Thomastown Neighbourhood House was re-established in 2012. (TNH) in a non-profit incorporated association, managed by a voluntary committee of management, funded by Department of Health and Human Services (DHHS) under the Neighbourhood House Coordination Program (NHCP) and funding from City of Whittlesea.

TNH is co-located in the Thomastown Library.
The ongoing relationship with the Yarra Plenty Regional Libraries and Thomastown library staff is integral to the ongoing success of the neighbourhood House.

Core programs:
Community engagement through events including:
- Monthly Market – first Saturday of the month
- Annual Taste of Thomastown Food Festival
• Volunteer peer led social enterprise coffee cart (days negotiable)
• Makers space craft programs in partnership with library
• Adult education program delivery in partnership with Learn Local partners
• Establish community hub at Thomastown Primary school with TNH project officer
• Create community development programs and employment opportunities in response to community need

Management
• TNH engages an external finance officer and IT support person
• TNH staff comprises of manger role and newly established part time (12) hour project officer role to establish a satellite community garden/ hub at Thomastown Primary School (to be recruited) and a casual events administration officer
• TNH has a core volunteer base for the coffee cart and events
• TNH delivers a range of accredited and pre-accredited adult education classes in partnership with Learn Local Provider Preston Reservoir Adult Education (PRACE)

Accountability, Authority and Decision Making

Reporting Relationships:
• TNH Manager reports to TNH Committee of Management
• TNH Manager is responsible for supervising the work of TNH staff, tutors and volunteers and students on placement.
• TNH manager and staff work within the Yarra Plenty Regional Library policies and procedures.
• MOUs with Thomastown Library and City of Whittlesea
• Participate in Whittlesea Neighbourhood House Network, North East Neighbourhood House Network, Thomastown Precinct and other relevant networks, including the peak body; NH Vic
• Sublease with Friends of Westgarth Town Inc and other hires as required

Extent of Authority:
TNH Manager has delegated authority to manage the daily operations of the neighbourhood house

| Finance and compliance | • Prepare and monitor Neighbourhood House budget in consultation with TNH treasurer and finance officer.  
|                        | • Prepare funding submissions, acquit grant funding as necessary  
|                        | • Ensure ongoing financial viability of TNH  
|                        | • Banking including online transaction  
|                        | • DHHS reporting |
| Governance            | • Resource the committee of management to ensure excellence in governance and financial accountability at all times  
|                        | • Maintain accurate and safe record keeping |
| Marketing and Promotion | • Develop and maintain marketing strategy for promotion of the Neighbourhood House and its activities. |
Community Development

- Employ community development principles across whole of organisation.

Additional Requirements

In addition to the selection criteria identified above applicants must have the following the following:

- **Mandatory**
  - Current Working with Children Check and Police Check
  - 100 points ID check for Bendigo Banking
- **Preferable**
  - Current Victorian driver’s licence and own vehicle
  - Certificate 2 in First Aid

KEY SELECTION CRITERIA

**Required**

- Degree in community development or similar and or three years minimum experience.
- Understanding of non-profit and neighbourhood house sector and experience working with and for a committee of management
- Demonstrated ability to run community markets, festivals and events within a community development framework and apply for funding accordingly
- Exceptional interpersonal and communication skills, written, verbal and across a range of social media platforms
- Understanding of and ability to run social enterprise projects
- Ability to project manage and establish community hub and underpin with robust policies and MOU
- Excellent financial management skills with global and finite budgets
- Recruit, retain, engage and manage staff and volunteers, and work with range of stakeholders

**Preferable**

- Café barista skills to support running of social enterprise café

APPLICATION PROCESS

To apply for this role please provide

- Current CV with three referees
- Cover letter (one page)
- Response to the Key Selection Criteria (maximum two pages)

SEND APPLICATION TO

Justine Sless
Email manager@tnh.org.au
Enquiries – 03 8376 6939

CLOSING DATE

Friday 1 November 5pm

INTERVIEW TIMES

Monday 18 November 3pm -5pm
Tuesday 19 November 12noon – 3pm
(please state preference on application)