

## OVERVIEW OF THE ORGANISATION

The Long Gully Neighbourhood Centre Inc (LGNC) is a non-profit organisation governed by a voluntary Committee comprising mostly of community members, and managed on a daily basis by a Coordinator. LGNC has an important role to play in providing opportunities through training, programs, activities, events and projects for individuals of all abilities who are vulnerable and experiencing disadvantage as well as providing connection with all community members. LGNC's flexibility and creativity allows us to be inclusive and to connect people socially.

LGNC's active engagement is modelled on the principles of community development through community participation, community ownership, empowerment, lifelong learning, inclusion, access and equity, social action, advocacy, networking and self-help.

LGNC is celebrating its 40<sup>th</sup> anniversary on 14<sup>th</sup> June, 2024 which is testimony to its longstanding commitment to the Long Gully community and surrounds.

The vision of the LGNC is 'to support and empower the Long Gully Community'. Further information is available on our website: [www.lgnc.org.au](http://www.lgnc.org.au)

## ORGANISATIONAL FUNDING

LGNC is funded through:

- Department of Fairness, Families and Housing (DFFH) Neighbourhood House Coordination Program (NHCP)
- City of Greater Bendigo
- Self-Income generation through hiring of facilities
- Other grants and donations

## POSITION OUTLINE

Position title	Assistant Centre Coordinator
Reports to	Centre Coordinator, LGNC
Hours	20 hours per week, to be worked as negotiated
Classification	Neighbourhood Houses and Adult Community Education Centres Agreement 2016 (SCHADS Award) Level 3 or 4 Pay point depends on qualifications and experience.
Conditions	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016

## PURPOSE OF ROLE

Supporting the Centre Coordinator in achieving the Vision, Mission and Objectives of the LGNC and assisting in the effective daily operations of the LGNC.

The Assistant Centre Coordinator, with the guidance of the Centre Coordinator, will work closely with other employees and volunteers in the delivery of all programs and services.

## **KEY RESPONSIBILITIES**

### **Leadership and Governance**

- Provide support to Centre Coordinator, Volunteers and Committee of Governance Members,
- Provide input into the development of the LGNC's strategic plan
- Work with the Centre Coordinator to develop, implement and evaluate programs, services and activities to achieve or address the committee endorsed Strategic Plan, Business Plans, Vision and Statement of Purpose.

### **Financial Management**

- Provide support to the Treasurer and Centre Coordinator which may include:
  - Day-to-day processing of accounts payable and accounts receivable, credit notes, employee reimbursements, EFT and cheque payments and invoicing
  - Manage recording and reconciliation of petty cash.
  - Complete monthly bank reconciliation.
  - Uploading data into Xero (financial software) and assist in the compilation of financial reports for presentation to the Committee of Governance
  - Assist in the preparation of project budgets, annual project reporting and project acquittal statements

### **Operational Management**

Support the Centre Coordinator in:

- Identifying appropriate funding opportunities, preparation and submission of grants/funding proposals.
- Scheduling programs and room bookings. Coordinating completion of necessary documentation (eg. Room hire agreements) and Term Activity Guides.
- Office and Program resource management

### **Stakeholder Management**

- Work with the Centre Coordinator to develop, maintain and strengthen collaborative working relationships with LGNC's user groups, external stakeholders and the local community
- Advise the Centre Coordinator of any changes in the Neighbourhood House sector that apply to the LGNC and implement any required changes with the guidance of the Centre Coordinator

### **Marketing**

Working with the Centre Coordinator, assist to:

- Oversee marketing and promotional activities for the LGNC
- Manage social media channels and online presence
- Design and distribute printed promotional materials
- Compile and edit New Beginnings Newsletter

### **Human Resources Management**

- Support employees and volunteers in achieving the objectives outlined in their role descriptions.
- Engage, support and resource volunteers including students on placement (this may include some student supervision)

### **Systems and Processes**

- In consultation with the Centre Coordinator, seek to improve administrative systems and processes.
- Ensure appropriate systems and policies are up to date, including financial management, general administration, and information management systems.

### Food support

- Assist with Foodbank, Foodshare and Good360 ordering, receiving, storage and distribution (through mini food pantry)
- Maintain accurate records (goods ordered and assistance provided)
- Ensure food is stored as per safety standards
- Ensure responsible recycling of packaging
- Oversee coordination of LGNC kitchen use, Community Lunches, Chatty Cafe and other events requiring catering

## KEY SELECTION CRITERIA

### Essential

The Assistant Centre Coordinator must be able to demonstrate:

1. Relevant qualifications pertaining to the community services sector, or significant experience (more than five years) in the community sector, Neighbourhood Houses and/or Adult and Community Organisations will be highly regarded. Previous management experience will also be highly regarded.
2. High level of computer literacy and advanced knowledge of Microsoft Office applications (including Outlook, Excel and Word), accounting packages (Xero), graphic design skills (using tools such as Canva) or a willingness and ability to learn new packages.
3. Experience in social media marketing and website updates
4. Well-developed written and verbal communication and sound interpersonal skills
5. Demonstrated time management and organisational skills with an eye for detail. Ability to prioritise and manage multiple tasks and meet deadlines.
6. Experience and demonstrated skills in financial management, budgeting, human resources and reporting.
7. Ability to work independently, with minimal direction, and to work harmoniously in a team environment.
8. Ability to work with people from diverse backgrounds

### Desirable

- Demonstrated understanding of Community Development principles and practice
- A sense of fun!

### CONDITIONS OF EMPLOYMENT

This position is for 20 hours per week

The position is a fixed term appointment of 12 months. Days and times are negotiable.

Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHACDS) and the most current Neighbourhood Houses and Adult Community Education Centre's Collective Agreement.

The position reports to the Centre Coordinator and has no direct reports.

The position is based in Bendigo and requires a valid Victorian Driver's Licence

The position is subject to:

- 3-month probationary period,
- A satisfactory Victorian Police Check
- A satisfactory Working with Children's Check

### APPLICATION PROCESS

Applications for this position close on **Thursday, 23<sup>rd</sup> May, 2024**

Applicants are required to provide **all** of the following:

1. Covering letter
2. Resume
3. Document addressing the Key Selection Criteria
4. Details of three (3) referees

**Please Note: Only applications addressing the Key Selection Criteria will be considered.**

Applications for the position are to be addressed to the Long Gully Neighbourhood Centre.

**Applications will be accepted via:**

**Emailed to:** [coordinator@lgnc.org.au](mailto:coordinator@lgnc.org.au)

**Posted to:** Kerry, Parry, Centre Coordinator  
Long Gully Neighbourhood Centre Inc.  
PO Box 40, Long Gully Vic 3550 (**marked 'Private & Confidential'**)

**In Person:** Long Gully Neighbourhood Centre  
52-54 Derwent Drive, Long Gully  
Monday to Thursday between 9am and 3.00 pm

For further information contact the Centre Coordinator on 54421165 or 5443 0998  
or email [coordinator@lgnc.org.au](mailto:coordinator@lgnc.org.au)