



Manning Valley Neighbourhood Services Inc.

PO Box 75
Wingham NSW 2429
Phone/Fax: (02) 6553 5121
email: mvns@mvns.org.au
ABN: 79 194 271 854

2nd May 2024

Dear applicant

Thank you for your inquiry regarding the position of **Manager** with our service.
This position is part time (24 hours per week).

Day and time/s of work will be determined with the successful applicant.

Please find below:

- A list of selection criteria
- A description of job duties and responsibilities.

Please note that your application **must address how you meet each criterion separately** and include contact details for two **recent** referees who **know your work well**. Please also provide a current resume.

Applications will cease to be accepted after **5pm Thursday May 30th, 2024**. It is essential that you email the documents to manager@mvns.org.au

Late applications will not be accepted.

Queries should be directed to the Manager, Caron Watkins on 65535121.
We look forward to receiving your application.

Sincerely
Caron Watkins
Manager

The successful applicant will have the following qualifications, education and experience (please address as an overview in covering letter)

- Relevant tertiary qualifications or equivalent experience such as community development or community sector management
- Minimum five years' experience in the community sector, preferably with not-for-profit organisations or small community entities.
- Knowledge of Department of Communities and Justice TEI funding stream extremely beneficial
- Current Drivers license and access to a reliable, comprehensively insured vehicle
- Working with Children Check and Police Check

KEY SELECTION CRITERIA

Applicants must address the following criteria (please ensure all criteria are addressed individually):

- 1) Proven track record in recruiting, managing, and leading staff and volunteers.
- 2) Demonstrated ability to build inclusive teams and foster positive organisational culture.
- 3) Proficient in administrative, organisational, and negotiation skills, with autonomy in work.
- 4) Exceptional communication skills (written, oral and IT) for various audiences
- 5) Demonstrated strategic thinking and planning abilities, with a focus on achieving results and meeting deadlines.
- 6) Experience in program implementation and compliance with legal and financial regulations.
- 7) Competency in financial and resource management, including grant submissions and service agreements.
- 8) Understanding of not-for-profit organisation governance (and working for and with voluntary governance committees), community development principles, and local service networks.
- 9) Ability to network effectively with diverse stakeholders and community members

Manning Valley Neighbourhood Services Inc (MVNS)

Job Description

POSITION: **MANAGER**

ROLE: This role is responsible for:

Leadership of a busy, vibrant Neighbourhood Centre with multiple programs and community development activities.

Managing and ensuring the effective running of programs, projects, staff, partnerships and operations of MVNS to work towards the aims and mission of MVNS.

Managing associated resources, administration, financial operations, strategic planning and staff supervision to maximise services and enhance social justice measures for the Community.

This position is based in Wingham.

HOURS: 24 hpw

AWARD: Modern Award – Social, Community, Home Care and Disability Services 2010 Level 6-7

ACCOUNTABILITY: Communicate and report directly to the MVNS Inc Management Committee

FRAMEWORK AND ROLE REQUIREMENTS

Organisational Management

- Demonstrated ability to set priorities, manage competing priorities, monitor workflow, provide direction, maintain deadlines, exercise initiative and judgement in changing environments
- Understand and align with MVNS' Vision, Mission, values and strategic direction
- Coordinate the day-to-day operations of MVNS, its' infrastructure/services and how it interacts with other community service organisations
- Establish sound understanding of the needs of MVNS clients and develop working relationships with other agencies to ensure clients are appropriately referred
- Facilitate promotion and publicity of MVNS Inc as relevant to its' aims
- Take responsibility for continuous improvement and quality in own work area
- Undertake training to enhance professional skills required to manage and lead the organisation

Administration

- Lead and monitor the administration process of all funded programs and services. Ensure day-to-day administrative tasks are carried out
- Providing direction and support for Office Administrator.
- Facilities Management - meet all legal requirements for MVNS workplaces and operations including maintenance of premises and equipment, and replacement as necessary
- Prepare complex reports as required
- Financial management including preparation of budgets, monitoring expenditure
- Delegated responsibility to ensure organisation of regular Management Committee meetings, and to attend those meetings
- Provide written bi-monthly reports for MVNS Management Committee meetings.

- Ensure that all monthly and audited annual financial reports are ready on time
- Ensure statistics of Neighbourhood Centre activities are collected and maintained

Policy

- Ensure adherence to quality standards and all relevant government legislation
- Recommend and implement changes to procedures and standards that may impact across other work areas/funding bodies as recommended by the Management Committee
- Assist with review and development, implementation and monitoring of specific work practices and procedures relative to organisational and client safety and welfare
- Abide by policies and recommendations as approved by Management Committee

Human Resources

- Recruit, train, support and supervise staff, volunteers and students
- Provide leadership and ensure staff adherence to policies and procedures
- In conjunction with staff develop and review work plans and evaluation processes as required by funding bodies
- Conduct regular staff performance appraisals
- Ensure regular staff/team meetings to ensure cohesive service delivery to clients, discussion of MVNS Inc activities and cooperation amongst staff
- Organise relevant organisational training and development
- Ensure MVNS HR resources and systems are reviewed and maintained
- Represent the needs of staff and volunteers to the Management Committee

Planning

- Assist with process of annual organisational strategic planning
- Monitor achievements against strategic plans and funding body requirements
- Ensure financial planning against workplans
- Facilitate ongoing development, implementation and evaluation of relevant programs and projects

Governance

- Support the Management Committee in carrying out its role including strategic objectives
- Provide Board reports in a timely manner
- Ensure compliance with all contracts and funding agreements
- Ensure governance (structures and systems) are in place in accordance with NGO operations, MVNS vision, and Management Committee direction

Community Development

- Ensure MVNS operates as a hub for local communities
- Ensure support, advocacy, information and referral services are provided
- Represent the interests of, and advocate for community members
- Identify opportunities for innovation, capacity building, research and program development that meet client needs and prepare submissions accordingly
- Effectively engage and collaborate with other services
- Assist and work with other workers, services and the community in maintaining the objectives of MVNS Inc. and its functions
- Perform any other duties as reasonably directed by the Management Committee