

Position description – Executive Officer

Revised January 2024



Castlemaine Community House Executive Officer Position Description

January 2024

Castlemaine Community House (CCH) is one of over 400 community houses in Victoria. Also called neighbourhood houses and learning centres, these local organisations provide social, educational and recreational activities for their communities in a welcoming environment.

CCH operates out of the main building at 30 Templeton Street, Castlemaine, but runs events at several other sites. It is staffed by both paid and voluntary workers and encourages the participation of all members of the community. Every week more than 400 people attend programs, activities and services at the house, such as:

1. pre-accredited training
2. community development programs and activities
3. Services Australia
4. No Interest Loans Scheme
5. public internet access
6. Community Lunch

Principles and practices

CCH works within a community development framework, encouraging change and growth to improve the social, environmental and cultural infrastructure of the local community. CCH seeks to be inclusive and supportive of people from diverse backgrounds and varying abilities, and is committed to:

1. social justice and inclusion at all levels
2. progressing environmental issues
3. lifelong learning
4. developing programs to meet the needs of the isolated and marginalised.

All staff, volunteers and management are bound by the following statement of values:

Respect: we value the inherent dignity and equality of all people regardless of their circumstances.

Justice: we value equality of opportunity, social inclusion and consistency of outcome for all.

Commitment: we value our responsibility to the community and the environment.

Integrity: we value consistency between word and deed.

Accountability: we value the acceptance of personal responsibility.

Co-operation: we value working together towards our goals.

Responsibilities of the Executive Officer

The Executive Officer is responsible to the Committee of Management (the Committee) for the operation, management and development of CCH, and for ensuring that CCH is operated in accordance with the Committee's policy decisions and the service agreements with funding bodies.

The Executive Officer will be expected to:

- lead, manage and support staff and volunteers at the house using best-practice methods

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- maximise the effective involvement of volunteers in all relevant aspects of CCH, including in fund raising activities.
- manage and enhance best practices for all training courses across the organisation, including fee for service and ACFE classes
- proactively manage relationships with funding bodies, ensuring timely submission of reports and meeting other requirements
- develop submissions for funding to realise strategic goals and plans as needed
- work with staff and the Committee to develop and monitor the annual budget
- manage infrastructure and facilities, overseeing maintenance, capital improvements and compliance with the Department of Education tenancy agreement
- effectively promote CCH and its programs
- develop and maintain strong working relationships with local, regional and statewide organisations.

Key selection criteria (essential):

1. Exceptional interpersonal skills with a focus on collaborative and transparent leadership.
2. In-depth understanding and commitment to community development principles, particularly in the context of a neighbourhood house setting.
3. Demonstrated experience, extensive networks and expertise specifically in the development and management of ACFE and fee for service classes.
4. Proven capacity to effectively manage staff and volunteers at a macro level.
5. Advanced grant writing, funding acquittal and project management skills, emphasising strategic alignment with organisational objectives.
6. Proficient in planning, developing, monitoring, and evaluating high-quality programs to meet identified community needs.
7. Strong knowledge of Xero and Social Planet.
8. Proven experience in fostering positive relationships with diverse stakeholders.
9. The ability to represent and advocate for the organisation professionally and strategically with the community, funders and other stakeholders.
10. Excellent understanding of governance, strategic planning, budgeting, financial reporting, OH&S and other legislative requirements relevant to the macro-level operations of CCH.

Qualifications and experience

The successful applicant will have:

- relevant tertiary qualifications and/or extensive experience in the community sector, with a preference for experience in neighbourhood house and community and further education provision
- a good understanding of the Mount Alexander Shire community or a similar rural community
- A Victorian driver's license
- A current Working with Children Check and willingness to undergo a National Police Check conducted by CCH, ensuring a commitment to safety and compliance.

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Employment conditions:

Reports to: Committee of Management

Direct reports: Office Manager, ACFE Coordinator, Community Development Coordinator, Centrelink Team, NILS Volunteer Team, Murnong Mummas Coordinator

Position status: Part-time

Hours of work: 25

Award: NHACE collective agreement (SCHADS)

Classification: Level 7