



Position Vacant; Centre Manager

Belmont Neighbourhood Centre Inc was formed in 1991 to provide activities and services that support the needs of the local community. The organization manages five core projects being; Belmont Neighbourhood Centre, Belmont Men's Shed, Habitat in Harmony Community Garden, PlayStation Toy Library and venue hire.

The Management Committee is seeking to appoint a suitably qualified Centre Manager who is committed to embracing the philosophy of the Organisation and continuing to build, develop and promote the services provided to a wide variety of groups within the Community.

Reporting to the Management Committee the Centre Manager is responsible for :

- Supporting the Management Committee to ensure Belmont Neighbourhood Centre meets its objectives in providing a range of support services and facilities to meet the current and future needs of the local community.
- On a day to day basis, effectively implement the strategic plan approved by the Management Committee.
- Promote and coordinate the various activities and projects ensuring compliance with all statutory and legal requirements.
- Developing positive relationships with both government and non government sectors.
- Managing the facilities of Belmont Neighbourhood Centre at Belmont North
- Ensuring effective human resource, financial and WHS Management

This is a part time position working 56 hours each fortnight paid under the SCHCaDs Award. The position is ongoing subject to successful completion of a probationary period and continued funding.

If you have the experience and enthusiasm please request a copy of the Position Description by emailing manager@bnc.asn.au . Your application MUST address the selection criteria listed in the Position Description to be considered for this role.

Applications should be marked "Confidential" and addressed to :

The President
Belmont Neighbourhood Centre
PO Box 347
Belmont, NSW 2280 or
Email: manager@bnc.asn.au

Closing Date for applications : 9am Monday 8th August, 2016

The successful Applicant will be required to undergo a reference check, Police check and Working With Children check