

Assurance HR Management

<https://assurancehr.com.au/job/manager-nfp-st-helens-tasmania/>

Manager Neighbourhood House – St Helens Tasmania

Description

We are seeking a dedicated Community Services Manager to join our team. In this role, you will be responsible for the planning, coordination, supervision, management, implementation and administration of the Houses activities and policies including preparation of budgets for their area/s of responsibility. The Manager is also expected to effectively supervise, manage and support the team to ensure delivery of the service objectives by providing essential skills, knowledge and support to the team and will be required to provide consultation and assistance relevant to the workplace.

Please Note: This role is a permanent part time position with a minimum guaranteed 30 hours per week. In the future there may be an opportunity to upgrade to a permanent full time position. The position is covered by the Social, Community, Home Care and Disability Services Industry Award [MA000100].

Responsibilities

- Exercise managerial control, involving the planning, direction and evaluation of operations which include providing analysis and interpretation for funding bodies.
- Undertake a range of duties, including:
 - the development of work practices and procedures
 - problem definition, planning and the exercise of judgement
 - provide advice on policy matters and contribute to their development
 - provide a safe, nurturing and interactive service through the provision of flexible support options, encouraging a work practice based on community development
- Financial Oversight:
 - manage the organisation within budgetary constraints
 - assist in budget preparation and monitor the financial performance of the organisation
 - ensure compliance with funding requirements and financial regulations
- Staff Supervision:
 - ensure rosters are completed, shifts are filled, and timesheets are accurately submitted on time
 - ensure employees and volunteers are adequately supported and trained
 - coordinate staff and volunteer recruitment, induction, probation and performance reviews
 - foster a positive work environment and support professional development
- Reporting and Compliance:
 - ensure compliance with legal and regulatory requirements
 - set priorities and monitor workflow, ensuring all workers, including volunteers are performing the requirements of their role appropriately and in accordance with their job description, organisational policies and guidelines
 - ensure information is maintained and stored in a consistent format and contains current information for daily operational requirements,

Hiring organization

St Helens Neighbourhood Huse

Employment Type

Temporary

Beginning of employment

1/6/2025

Duration of employment

2 Months part time, with further option for suitable candidate

Industry

Not For Profit (NFP)

Job Location

St Helens, Tasmania, Australia

Date posted

May 3, 2025

in accordance with Privacy and Confidentiality policies and procedures

- maintain an asset register for the House

Qualifications

- Minimum 2 years' experience working in Neighbourhood Houses and/or significant experience attained through previous appointments, service and/or study, with a combination of experience, expertise and competence sufficient to perform the duties required at this level
- Experience leading within a team environment and experience in working in a not-for-profit operating environment is preferred
- Excellent interpersonal, written and verbal communication skills
- Problem-solving abilities with a proactive mindset
- Strong ethical standards, with the ability to maintain confidentiality

Job Benefits

- Competitive remuneration package
- Ongoing training and professional development opportunities
- Supportive and inclusive work environment
- Opportunities for career advancement within the organisation

Contacts

Interested candidates are invited to submit their resume and a cover letter outlining their suitability for the role. **Please note:** Applications submitted after the closing date, midnight on the 28th of May 2025, will not be processed.