



## Position Description – Centre Manager

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<b>POSITION:</b>	Centre Manager
<b>HOURS:</b>	<b>26 hours per week (negotiable)</b>
<b>EMPLOYMENT TYPE:</b>	Part Time
<b>EMPLOYMENT PERIOD:</b>	Permanent – Subject to 3 month probationary period.
<b>CLASSIFICATION:</b>	<b>Agreement:</b> Neighbourhood Houses and Adult Community Education (NHACE) Centres Collective Agreement 2024 <b>Award:</b> Social, Community, Home Care and Disability Services Industry Award (SCHADS) Schedule 3B. <b>Level:</b> Level will be determined based on qualifications and experience. As at 1 July 2025 Level 4 1 <sup>st</sup> year is \$44.58 per hour, Level 5 1 <sup>st</sup> year is \$51.00 per hour

### **POSITION OBJECTIVE:**

Manage the day-to-day operations of Boort Resource Information Centre (BRIC), implement the strategic plan, organise programs, and lead staff and volunteers to further the purpose of the BRIC.

### **LEVEL OF RESPONSIBILITY**

The Centre Manager reports to and works under the oversight of the BRIC Committee of Management (CoM). On a day-to-day basis, the Centre Manager works with a significant degree of autonomy, authority and responsibility as delegated by the Committee of Management.

Positions reporting to the Centre Manager are Coordinator and Office Administrator.

### **ABOUT BRIC**

Boort Resource and Information Centre Inc (BRIC) is a not-for-profit organisation that combines the facilities of a Business Centre and the activities of a Neighbourhood House to support the Boort district community through community-strengthening programs and activities. BRIC is a meeting place and hub of the community, which means that it is a familiar, comfortable place for all community members to come for health, education and wellbeing activities.

BRIC works in partnership with various local organisations to contribute to the growth and wellbeing of our community. The organisations within health, social, sporting, educational and local government sectors include North Central LLEN (NCLLEN), Northern District Community Health, Boort District Health, Boort District P-12 School, Loddon Shire and Boort Men's Shed.

Business services provided include printing, scanning, emailing, laminating, booklet making and other customised services which saves locals travelling to larger regional cities.

BRIC is an agent for government services, including Services Australia, VicRoads, V/Line and Loddon Shire Council.

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### OUR VISION

To be a vibrant and responsive hub of activity, learning and social connection for the community.

### OUR MISSION

Our mission is to enrich our local community by developing social connectedness, support diversity, promoting healthy lifestyles and providing opportunities of learning, recreation and support across all ages within an inclusive, safe and welcoming environment.

### ROLES AND RESPONSIBILITIES

#### 1. Community Development

- Consult with community to identify needs & respond with relevant programs
- Promote participation and inclusion across BRIC and wider community

#### 2. Staff and Volunteer Management

- Recruit, induct, and support staff (including volunteers)
- Manage workplans, training, meetings, and performance reviews
- Ensure OH&S standards are met and maintained
- Implement human resource policies and procedures

#### 3. Management Committee Support

- Provide reports and advice to the Committee of Management (CoM)
- Prepare papers, and required reports (annual, DFFH, funding bodies)
- Ensure compliance with legislative, funding, and policy requirements
- Support CoM with strategic and policy development
- Ensure the BRIC operates within the requirement of DFFH's funding agreement
- Develop new policies, implement and review the policies in the Policy and Procedure Manual

#### 4. Program & Services

- Deliver services and programs aligned to the Strategic Plan
- Monitor, evaluate, and report on activities
- Prepare grant applications and seek funding opportunities
- Work with partner organisations to support program delivery
- Ensure programs and services are delivered according to the relevant funding agreement
- Oversee the collection and reporting of statistics on BRIC operations

#### 5. Administration

- Coordinate development and implementation of administration and information systems
- Manage funding agreements
- Oversee administration, systems, facilities, and communications
- Maintain website, social media, and policy/procedure manuals
- Provide reception and office support when required (as per administration officer PD)
- Manage venue bookings and agency services (library, VicRoads, Services Australia, etc)

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### 6. Financial

- Consult with Bookkeeper/Treasurer to prepare budgets, reports, and audits
- Monitor financial records, grants, and acquittals
- Ensure accurate recording of monies, receipts and expenses

### 7. Networking and Promotion

- Promote BRIC activities and recruit members
- Represent BRIC at community and agency meetings
- Develop partnerships with government and non-government organisations

### 8. Other Duties

- Participate in professional development
- Foster a positive, collaborative culture with staff, volunteers, and the community

### DESIRED SKILLS AND EXPERIENCE (Selection Criteria)

- Experience managing staff and volunteers
- Strong written and verbal communication skills
- High level interpersonal and stakeholder relationship building skills
- Uses initiative and problem-solving to manage conflicting workloads/priorities
- Exercises discretion and sound judgement
- Ability to prepare, deliver and acquit grants
- Experience with budgets, reporting, and compliance
- Sound administration and computer skills (Microsoft Office, MYOB, WordPress, Canva, social media)
- Understanding of community development and Neighbourhood Houses

### TERMS AND CONDITIONS

All appointments are subject to a

- Victorian Working with Children Check
- National Police Check to the satisfaction of BRIC

### TO APPLY

Applications need to include the following:

- a cover letter indicating your interest in the role and responding to the Selection Criteria (see desired skills & experience)
- a Curriculum Vitae with relevant qualifications and work history (no more than 4 pages) and
- contact details for three referees (name, relationship to applicant, phone and email)

Applications need to be submitted by close of business **on Wednesday 1<sup>st</sup> October 2025** by email to [louise.newsome@boortbric.net](mailto:louise.newsome@boortbric.net). All applications will be treated in the strictest confidence.