

Macedon Ranges Further Education Centre (MRFEC)

Manager Position Description

Position Details

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| Position Title: | Manager |
| Reports to: | Committee of Management |
| Direct Reports: | Staff, work experience students, students on placement, contractors, and volunteers |
| Term of Employment: | Permanent part-time |
| Award/Agreement: | Neighbourhood House Employees (SCHCADS Award), Level 7 Neighbourhood Houses and Adult Community Education Centres Agreement 2016. Pay point depends on qualifications and experience. |
| Hours/Contract: | Initial 25 hours per week, with scope to increase depending on organisational needs <ul style="list-style-type: none">• 6 - month probationary period• Onsite at 12 Hamilton Street, Gisborne• Hybrid – by negotiation• Possible Job Share opportunity• Occasional after-hours or weekend work may be required under the NHACE Agreement |
| Checks: | All appointments require a National Police Record Check and Working with Children Check |

Organisational Overview

Macedon Ranges Further Education Centre (MRFEC) is an incorporated not-for-profit organisation delivering high-quality education, training, and community programs to the Macedon Ranges community.

Mission: *Empowering individuals and local communities to learn, connect and grow.*

Services include:

- **Education & Training:** ACFE (Learn Local), literacy and numeracy programs, vocational training, and community education.
 - **Community Engagement:** MRFEC Neighbourhood House activities, wellbeing, and social connection initiatives.
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Programs and Services:

- As an **ACFE provider**, MRFEC delivers educational programs aimed at developing the skill base of the community in response to community needs.
- Recreational, health, and wellbeing programs assist individuals to maintain a healthy outlook and positive life balance.
- Neighbourhood House activities engage the community and facilitate inclusive opportunities that reduce social isolation and promote social connection.

We achieve this by:

- Delivering inclusive, affordable, and responsive high-quality programs and activities.
- Building and supporting community networks and partnerships.
- Ensuring organisational viability and sustainable growth.
- Contributing to community health, safety, and well-being by fostering social interaction and lifelong learning.
- Delivering tailored educational programs that support adults to develop literacy, numeracy, digital, and employability skills for work, further education, and active community participation.

Context for the Position

The Manager is responsible for leading the daily operations of MRFEC, effectively managing staff, volunteers, participants, and community partners to ensure the efficient and effective delivery of programs.

Reporting to the **Committee of Management (CoM)**, the Manager plays a critical role in driving the organisation's mission forward and ensuring seamless operations across all facets of MRFEC. The Manager ensures compliance with CoM policy decisions and service agreements with funding bodies, implements the strategic plan, and oversees all operational aspects including finance, staff management, and governance compliance.

Key Responsibilities

1. Strategic Leadership

- Collaborate with the CoM to develop and implement a clear vision and strategic direction aligned with MRFEC's values and purpose.
- Lead the establishment of strategic goals and action plans, reporting regularly to the CoM.
- Foster a positive organisational culture of collaboration, innovation, and shared community commitment.

2. Management and Administration

- Oversee development, funding, implementation, and evaluation of diverse programs and projects that meet community needs, including arts and cultural initiatives.
- Ensure programs prioritise inclusivity, diversity, and equity while maintaining high quality.
- Manage day-to-day operations, administration, and all MRFEC activities.
- Implement policies set by the CoM and establish procedures for staff, volunteers, and users.
- Ensure facilities are clean, safe, maintained, and secure.
- Manage repairs, equipment purchase, and strategies for funding equipment needs.
- Optimise allocation of space for programs, activities, and hire use.

3. Policy and Planning

- Evaluate effectiveness of goals related to funding, partnerships, and community engagement.
- Identify policy needs and develop policies consistent with MRFEC's mission and values.
- Stay informed on developments in community development and Neighbourhood House operations.

4. Human Resource Management

- Manage and support staff and volunteers, fostering professional growth and engagement.
 - Ensure job descriptions are current and performance evaluations are conducted and acted upon.
 - Promote strong volunteer participation across all areas of the organisation.
 - Ensure compliance with workplace legislation and HR policies.
 - Ensure staff and contractor qualifications, contracts and background checks are maintained.
 - Promote community awareness among staff and volunteers within a community development framework.
 - Develop and implement annual staff training and development programs.
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5. Financial Management and Legal Compliance

- Oversee financial management and ensure sound accounting practices.
- Identify funding opportunities, prepare grant applications and ensure acquittals.
- Oversee ACFE delivery to ensure compliance with funding and reporting requirements.
- Attract additional revenue in line with budget expectations.
- Collaborate with the CoM on the annual budget and financial reporting.
- Maintain official records and ensure legal compliance and reporting obligations are met.

6. Relationship Management

- Build effective working relationships with the Committee of Management.
- Maintain positive and professional relationships with staff, volunteers, participants, and community partners.
- Engage with funding bodies including Macedon Ranges Shire and Department of Families, Fairness and Housing (DFFH).
- Develop strong partnerships with community stakeholders (residents, businesses, government, and nonprofits).
- Represent MR FEC publicly and foster community awareness and support.

7. Committee of Management and Governance

- Report regularly to the CoM on operations, programs, projects, and finances.
 - Keep the CoM informed on emerging issues and trends, providing analysis and recommendations.
 - Support the CoM and Secretary to deliver the AGM and Annual Report in line with the constitution.
 - Support governance, legal compliance, risk management, and transparent policy development.
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Key Selection Criteria

Essential:

- Demonstrated understanding of and experience in the community development sector (preferably in Neighbourhood Houses and/or Adult and Community Organisations).
- Commitment to social justice and equality.
- Knowledge of Adult Community Further Education (ACFE) and compliance requirements.
- Experience leading diverse staff and volunteer teams, fostering positive and collaborative cultures.
- Strong organisational and time management skills with the ability to plan and prioritise effectively.
- Experience in operational planning and budget management to achieve compliance and contractual obligations.
- Excellent interpersonal and communication skills, with proven ability to represent and advocate for an organisation.
- Advanced computer literacy with strong IT systems experience across a range of platforms and applications.

Desirable:

- Relevant tertiary qualification in health and human services, education, community development, or extensive equivalent experience.
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