

43 Paxton Street, South Kingsville, 3015

Tel: 9399 3000 Fax: 9399 2282

Email: [*manager@skcc.net.au*](mailto:manager@skcc.net.au)

ABN: 98 885 027 531

**POSITION:** Programs Officer

**EMPLOYER**: South Kingsville Community Centre

**SECTOR**: Not-for-Profit

**LOCATION**: 43 Paxton Street, South Kingsville

**STATUS**: Maternity Leave Contract (6 months) -28 hours per week

**AWARD**: NHACE Collective Agreement 2016. Schedule 3B class II (a)

**APPLICATIONS** **CLOSE**: Monday 2nd April, 2018.

**START DATE:** MAY 2018

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HOW TO APPLY:

Applications to be emailed to Sandra Wilkinson manager@skcc.net.au

Applications to include -

* A current Resume (with three referees)
* A Statement, in dot point, outlining how your experience addresses the 'Skills and Experiences / Selection Criteria' below. Please provide examples

If you have any questions about our Centre, or the position, please email [admin@skcc.net.au](mailto:admin@skcc.net.au)

**PROGRAMS OFFICER**

**POSITION DESCRIPTION:**

**PURPOSE:**

We are looking for a competent Program Officer to undertake a variety of administrative and program management tasks. You will help in planning and organizing programs and activities as well as carry out important operational and administrational duties.

**MISSION AND PHILOSOPHY:**

Carry out responsibilities in line with South Kingsville Community Centre’s vision, mission and value statements as defined in the Strategic Plan 2018 – 2020.

**URPOSE:**

**SKILLS AND EXPERIENCE/SELECTION CRITERIA:**

* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
* Appropriate knowledge, experience and skills to assist administratively with the day to day operations of the Centre
* Excellent organisational skills and ability to prioritise
* Ability to work independently
* Payment processing experience
* Relevant qualifications and/or significant experience in program planning.
* Excellent communication skills and an ability to deal with enquiries in a professional, confident and welcoming manner.
* Well-developed understanding and ability to relate with the diverse range of people in our local community.
* Knowledge and / or experience in the not for profit sector
* Familiarity with local community, government departments, referring agencies and networks
* Basic MYOB – data entry experience
* Knowledge of ACFE

**KEY TASKS:**

**Programs:**

* Coordinate all programs run by the centre and ACFE.
* Monthly report to manager with attendance figures for courses
* Set up and coordinate centre functions
* Researching and planning new courses and activities
* Promoting existing programs and activities
* Assist in the production of Course Flyers for the Centre
* Enter data for course participants and maintain computer system (Front Desk) up

to date to ensure accuracy and reporting requirements.

* Organise certificates at the end of courses
* Attending Forums, workshops, network meetings and community events
* Performing internal audits to ensure the organization’s audit readiness
* Assisting the organization in the preparation of written reports, briefing papers and funding submissions
* Set up Open Access computer users, and prepare/set up rooms for programs and facility hire

**Admin**

Follow the principles of good service – answer telephone promptly, acknowledge all customers promptly, treat customers with respect and courtesy, convey accurate information

* Provide a warm and welcoming atmosphere for all centre users
* Respond promptly and appropriately to all enquiries from the public, including referring individuals to other organisations, support programs, etc
* Register official (contracts, financials and legal documentation) incoming / outgoing mail and post at end of day
* Check answering machine daily, respond promptly to messages and maintain answering machine greetings throughout the year (i.e. term breaks/centre closures)
* Ensure flyers, brochures, displays are current
* Check ‘Administration Inbox’ daily and distribute emails to staff as required
* Record payments
* Liaise with tutors / students
* Take room hire bookings, arrange completion of documentation, record in Room Booking Spreadsheet, ensure Room Booking Spreadsheet is maintained and up to date
* Conduct room hire induction – key, alarm code, entry/exit procedures, expectations and policy
* Records all payments in Cash Receipt Journal
* Promote the Centre’s programs and services to prospective clients
* Log Maintenance Requests – Council, suppliers, etc
* Provide administration support to Manager, Finance and Administration Coordinator, Childcare Coordinator and Tutors under the direction of Finance and Administration Coordinator
* In conjunction with other staff keep the centre neat and tidy
* Follow up with overdue payments to Centre
* Other duties as required

**OTHER REQUIREMENTS:**

* The successful applicant will need to undergo a Police Check and Working with Children Check.

**OCCUPATIONAL HEALTH AND SAFETY:**

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

SKCC is committed to child safety, with a zero tolerance of child abuse, and we look to reflect this commitment in our employees.

I have read the above Position Description and fully understand the conditions set forth herein and if employed to carry out the foresaid duties I will perform them to the best of my ability.

**NAME.......................................**

**SIGNATURE...........................................**

**DATE.....................**