

	Position Title: Manager – The Gathering Place	Team: Community Partnerships	Region: Gippsland
	Supervisors: Senior Manager, Community Partnerships	Delegations and Authorities: In Line with Delegations Policy	Band: D

ORGANISATIONAL INFORMATION

OUR VISION AND FOCUS	ROLE CONTEXT
<p>All children should have a good childhood, growing up feeling safe, nurtured and with hope for the future.</p> <p>Berry Street chooses to work with children, young people and families with the most challenging and complex needs. We work across metropolitan, regional and rural Victoria.</p> <p>To achieve our Vision, Berry Street delivers a wide variety of programs, from those aimed at strengthening families and communities through to those that focus on helping people recover from the trauma of violence, abuse and neglect.</p> <p>We also engage government, other community organisations and the general public in child-focussed advocacy and knowledge sharing.</p>	<p>The Gathering Place is a community based facility which offers and coordinates a range of activities and programs aimed at connecting community members. The Gathering Place (TGP) is an important space for Aboriginal and Torres Strait Islander (A&TSI) people to connect with community as a culturally safe place to come together, have a cuppa, to reconnect, seek out information, meet together, and run community activities. The Gathering Place is a central hub of social and community hub located in Morwell, providing a variety of social, cultural, art and practical engagement programs, supporting the community to heal and experience success in future life decisions. It is a safe place for our mob to sit and have a yarn. The Gathering Place will utilise community volunteers to pass on cultural knowledge, skills and experiences.</p> <p>The Gathering Place will employ a Manager who will report to the Leadership Group as well Berry Street as auspice agency. All staff employed at The Gathering Place will work under the direction of The Gathering Place Manager.</p>
<h3>OUR VALUES</h3> <p>Berry Street expects all staff to apply these Values in all aspects of their work.</p> <p>Courage: To be the best we can be and to never give up</p> <p>Integrity: Expect a personal and organisation commitment to honesty</p> <p>Respect: Acknowledge the importance of each person's heritage, traditions, identity, needs and aspirations</p> <p>Accountability: Be responsible for our own actions</p> <p>Working Together: Work with our clients, each other and our colleagues to share knowledge, ideas, resources and skills.</p>	<h3>PRIMARY OBJECTIVES OF THE ROLE</h3> <ul style="list-style-type: none"> • In conjunction with The Gathering Place Leadership Group, establish The Gathering Place vision, mission and key objectives and review this on a regular basis to ensure that all aspects of the service plan with DHHS are achieved. • Lead and support the ongoing strategic development of The Gathering Place in partnership with key stakeholders such as local Aboriginal organisations and elders and community members. • Ensure programs and activities are being delivered to the standards expected by the Gathering Place. • Ensure that all practices within The Gathering Place are in accordance with the relevant policy of Berry Street and state and federal government requirements. <h3>REPORTING RELATIONSHIPS</h3> <p>This role is based at The Gathering Place which is located in Buckley Street. The Manager will be required to work flexibly and also from our Regional Office.</p> <p>The Manager – The Gathering Place reports to the Senior Manager, Community who will provide supervision and review. This role has direct reporting responsibilities in regards to the Volunteer Coordinator and Front Line Youth Worker(s).</p>

KEY SELECTION CRITERIA

- Demonstrated ability to engage with community children, young people and community members, elders and partners to continue to deepen strategic external relationships to support the ongoing establishment of The Gathering Place.
- Demonstrated ability to build collaborative relationships with wide range of professionals, agencies, government departments.
- Experience leading, developing and supporting a multidisciplinary team.
- Ability to lead and support strategic development.
- Capacity to advocate and negotiate in the best interests of our children, young people, families and community members.
- Experience with annual budgets and monitoring and reviewing program expenditure.
- Demonstrated understanding of, and respect for, the needs of children with a disability; Aboriginal culture, including cultural safety and awareness; and cultural and linguistic diversity (CALD), including cultural safety for children from CALD backgrounds
- Demonstrated understanding of and commitment to the principles of equity, diversity, continual improvement, risk management and occupational health and safety.
- Excellent written and oral communication skills (including public speaking, presentations and facilitation skills).
- Demonstrated ability to flexibly manage competing priorities and stressful situations, monitoring own stress levels and practicing and promoting self-care strategies.

QUALIFICATIONS AND OTHER REQUIREMENTS

- A tertiary qualification in Community Services or relevant field.
- Staff must hold a valid WWCC, current drivers licence at all times and undergo a Criminal Records Check prior to employment. Subsequently, staff must report any criminal charges or court appearances.
- Experience in the development and implementation of policies and procedures to meet all Child Wise requirements and workplace safety relating to the management of community setting or programs.
- Experience in the provision of supervision and managing teams and or volunteers.

DESIRABLE

- Experience in the development and establishment of community and volunteers programs.
- Experience in working with Aboriginal and Torres Strait Islander community and those members from Cultural and diverse backgrounds in a coordination and leadership role.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITY	SPECIFIC RESPONSIBILITIES
Staffing & Support	<ul style="list-style-type: none"> • To take responsibility for the recruitment and induction of appropriate staff employed by The Gathering Place to provide high quality service delivery to children, young people and families. • To provide supervision to specified staff according to the Berry Street Supervision Policy, monitor workloads and provide annual staff appraisals and professional developing planning for staff employed by Berry Street for The Gathering Place. • Ensure that all recruitment and support to volunteers meets Berry Street Volunteer Recruitment policy.
Development & Review	<ul style="list-style-type: none"> • In conjunction with The Gathering Place Leadership Group, establish The Gathering Place vision, mission and key objectives and review this on a regular basis to ensure that all aspects of the service plan with DHHS is achieved. • Lead and support the ongoing strategic development of The Gathering Place in partnership with key stakeholders such as local Aboriginal organisations and elders and community members. • Participate and liaise with key departments such as Department of Health & Human Services and other key local government departments other key personnel regarding the service delivery model of The Gathering Place. • To take financial responsibility for the specific program areas including, in conjunction with the Leadership Group, the development of annual budgets, monitoring and review of expenditure of The Gathering Place service model and its programs. • To work within and lead the development and implementation of operational guidelines and procedures in relation to service provision. • Review existing procedures and guidelines for the operations of all program areas on an annual basis. • To promote the programs of The Gathering Place within this area as appropriate through public speaking, the provision of information and liaison with groups and organizations as required. • Develop The Gathering Place Promotional resources to support community awareness and engagement and participation.
Service Delivery Model	<ul style="list-style-type: none"> • Receive and respond to formal complaints and Incidents. • Ensure all OHS requirements are met. • Ensure all community members receive the highest quality service when participating in The Gathering Place programs. • Ensure programs and activities are being delivered to the standards expected by the Gathering Place. • To promptly identify and address issues where the delivery of programs at The Gathering Place is not meeting the set standards.
Administration	<ul style="list-style-type: none"> • Ensure that all practices within The Gathering Place are in accordance with the relevant policy of Berry Street and state and federal government requirements. • Ensure that statistical data is collected to support ongoing development of The Gathering Place. • Ensure that all flexible funds and local expenditure within The Gathering Place is administered in accordance with Berry Street policy and procedures. • To provide reports as required by Berry Street, The Gathering Place Leadership Group; and funding bodies.
Other	<ul style="list-style-type: none"> • Berry Street supports White Ribbon, Australia's campaign to stop violence against women. There is an expectation that staff never commit, excuse or remain silent about violence against women.

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| | <ul style="list-style-type: none">• Berry Street are committed to the safety, participation and empowerment of all children, including those with a disability and culturally and/or linguistically diverse backgrounds. Berry Street are also committed to cultural safety, inclusion and empowerment of Aboriginal children, their families and communities. |
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CONDITIONS OF EMPLOYMENT

1. This position is for 76 hours per fortnight. There is no paid overtime, but any extra hours worked will be accrued as Time-in-Lieu according to the Berry Street Victoria Enterprise Agreement.
2. You will be employed at The Gathering Place located in Morwell and will be may be required to work from Berry Street Regional Office, and other Berry Street sites (on a temporary or permanent basis) as directed from time to time.
3. Terms and conditions of employment are in accordance with the Berry Street Victoria Enterprise Agreement, which includes above Award payments and eligibility for remuneration packaging. Salary packaging up to \$15,900 is available to Berry Street employees who meet the eligibility criteria outlined in our Salary Packaging Policy.
4. The base salary for this position is SCHADS 8, PP(1-3) \$89,468.93 - \$92,996.09 under the Berry Street Victoria Enterprise Agreement. The value of the salary can be increased through salary packaging.
5. Superannuation will be paid according to Superannuation Guarantee into a compliant fund of your choice or into HESTA Superannuation Fund.
6. The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 professional referees, a pre-existing injury/disease declaration, a criminal records check and proof of identify and qualifications.
7. The successful applicant will initially be employed for a probationary period of 3 months. During this period, either party can terminate employment with one week's notice. A probationary review before 3 months will be undertaken.
8. Under Victorian WorkCover legislation, it is the applicant's duty to advise Berry Street of any pre-existing medical condition, which could be aggravated by the type of employment for which they are applying. The existence of a medical condition will not preclude you from employment, unless you are unable to perform the inherent requirements of the position. However failure to disclose any relevant injury or disease will jeopardise any entitlement you may otherwise have for a work-related aggravation of that non-disclosed pre-existing condition.
9. Berry Street has a smoke-free workplace policy.

INHERENT REQUIREMENTS OF WORK ACTIVITIES / ENVIRONMENT

Following is a table that outlines the main physical and psychological requirements of the position.

Element	Key Activity	Frequency
Work Environment	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Work in different geographic locations.	Regular
	Be exposed to all outdoor weather conditions.	Regular
	Work in unstructured environments (e.g. outreach).	Occasional
	Work office hours with the possibility of extended hours.	Regular
	Work in an open plan office.	Daily
	Work in buildings which may be two-storey	Regular
	Sit at a computer or in meetings for extended periods	Daily
	Work in an environment with competing demands.	Daily
People Contact	Work with clients who may have a physical or sensory disability	Regular
	Liaise with government, non-government and community organisations	Daily
	Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police.	Regular
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regular
	Undertake training and professional development activities.	Regular
Administrative Tasks	Undertake administrative tasks which may include the following: computer work, filing, writing reports, case notes/plans and client records, participating in meetings, concentrating for long periods of time, managing resources and budget and researching and analysing information and data.	Daily
	Undertake intensive administrative tasks, which include computer work, report writing (e.g. financial reports), participating in meetings and concentrating for long periods of time.	Daily
	Use technology including photocopier, telephones including mobiles, fax, overhead projectors, televisions, videos, and electronic whiteboards.	Daily

Transport	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Regular
	Drive vehicles with possible distractions from client behaviour, verbal or physical.	Occasional