



Centre Manager/Coordinator

Up to 25 hours per week, with potential to increase work hours in the future.

- ❖ **Permanent Part-Time**
- ❖ **Cohesive Team and Committee support**
- ❖ **Attractive salary and conditions**

The Augusta Community Resource Centre (ACRC) is seeking an experienced manager or coordinator to provide strategic leadership and direction to both staff and partners accessing and utilising various services provided by the Centre.

The ACRC is a community managed not-for-profit organisation committed to servicing the regional community of Augusta by providing a diverse range of services to all residing within the surrounding areas. The ACRC works with various stakeholders and partnerships in the delivery of key services to the community.

The successful applicant will provide leadership and manage the day-to-day operations of the CRC. The role includes the development of the CRC's strategic and business plans in consultation with the Management Committee together with related policies, processes and procedures to ensure the Centre operates at its optimum. This includes building and maintaining positive and collaborative working relations with a diverse range of internal and external stakeholders and managing a small administration team.

A high level of financial acumen and proficiency in compiling information for the Committee of Management is required including the Centre's budget, monthly and end-of-year financial reporting requirements.

Experience or skills required will include management experience, including budgetary and financial planning and the competence to prepare funding grants and sponsorship agreements. The ability to plan, organise and prioritise to agreed timeframes is essential.

To apply for this position please send a confidential covering letter and resume to manager@augustacrc.net.au before the closing date of Friday 12th of September.