



Application Package

Bookings & Administration Worker

North Richmond Community Centre Inc
33 William St (PO Box 34), North Richmond NSW 2754
Ph: (02) 4571 1909 Fax: (02) 4571 3596 Web: www.northrichmond.org

Bookings & Administration Worker Position

Thank you for your interest in the above position at North Richmond Community Centre.
In this package you will find:

1. A copy of the advertisement

2. The Position Description

Please note:

Part of the position description are the Essential Selection Criteria for the position.

We really need to know how you meet all the criteria, so *please address each of the selection criteria in your application!*

3. A guide to preparing your application for the position

Please read through the information provided, and if you have any enquiries regarding the position or the organisation please feel free to contact North Richmond Community Centre on 4571 3748 or at manager@northrichmond.org.au.

The applicants successful in obtaining an interview will be contacted by phone (please provide a contact number in your application).

This position is subject to the provision of a valid current Working with Children Check and Police Check, and evidence of full Covid vaccination.

Please e-mail your application to manager@northrichmond.org.au.

Closing date: Applications need to be received by Friday the 5th of November 2021.

Interviews will be held in the second week in November.

Starting date as soon as possible after the successful interview.

We're looking forward to hearing from you!

Advertisement:



Position Vacant

Bookings & Administration Worker

North Richmond Community Centre is looking for a Bookings & Administration Worker for Mondays, Tuesdays and Thursdays from 9am-1pm, with occasional additional hours required for events, meetings and other occasions.

This position is permanent part time, SCHADS Award Level 3, with some above award conditions.

Please check the position description for details regarding tasks and the skills and experience needed for the position.

The position description is part of the application package and can be downloaded from our website at <https://northrichmond.org.au/position-vacant/>.

Applications need to address all the selection criteria, so it is imperative that you download the application pack with the position description before you apply.

Feel free to call the Centre Manager on 4571 3748 if you have any questions.
Please e-mail your application to manager@northrichmond.org.au

Applications need to be received by Friday the 5th of November 2021.

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We are looking forward to hearing from you!



Position Description

Bookings & Administration Worker

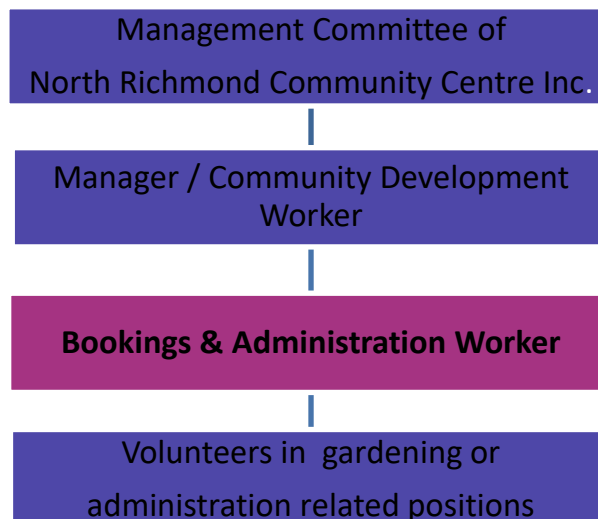
1. Principle Function(s)

- To administer the North Richmond Community Centre and Youth Hall bookings
- To provide administrative support and assistance with Community Development Work to the Centre Manager as required
- To provide information and referral regarding NRCC services and other local services
- To relieve the Financial Administrator when necessary
- To assist in the supervision of volunteer workers in administration and garden maintenance positions (as illustrated in organisational chart below)
- To organise cleaning and maintenance as required

2. Relationships

Accountability

- Accountable to the Management Committee of North Richmond Community Centre Inc. (NRCC), through the general supervision of the Manager / Community Development Worker (as illustrated in organisational chart below)



Works and/or networks with

- Manager, staff and Management Committee of NRCC
- Community groups and individuals who use the centre
- Hawkesbury City Council
- Local services
- Other Hawkesbury Community & Neighbourhood Centres

3. Conditions of Employment

Hours

- 12 hours per week on a permanent part time basis, (subject to funding availability) worked over 3 mornings between 9am and 1pm, Monday, Tuesday and Thursday, or other times as needed, with additional hours on approval when required. Occasionally some evening or weekend work may be required.

Salary and Conditions

- Pay rates as per SCHADS (Social Community, Home Care and Disability Services Industry Award 2010), Level 3 (with above award conditions as per NRCC policies and procedures)
- Subject to clearance of Working with Children Check
- Subject to clearance of a Police Check
- Full Covid Vaccination required
- Subject to successful completion of 3-month probationary period

Essential Criteria

- Excellent people skills
- High level of oral and written communication skills
- Ability to build good rapport with individuals and groups
- Good administration and financial administration skills: good computer skills, including Office Suite and MYOB
- Experience in preparing promotional materials and using social media platforms for promotion
- Good time management skills
- Sufficient physical fitness to complete all aspects of the position
- The ability to understand and implement policies and procedures
- Demonstrated ability to work autonomously as a self-directed worker whilst also working effectively within a team environment
- Willingness and ability to follow NRCC's Policies & Procedures and Code of Conduct

Desirable Criteria

- Knowledge of local community services and programs
- Driver's licence and comprehensively insured vehicle
- Understanding of community management (and experience working within a community managed organisation)

4. Statement of Duties

Centre bookings

- Coordinate the centre's bookings and timetables
- Provide information regarding hire of the centre and the groups who utilise it
- Prepare promotional materials to promote the centre through social media and flyers
- Facilitate inspections with prospective hirers
- Arrange key collection and facilitate briefing of the 'Rules and Regulations' / induction for the hirers and evaluation of the service after the event
- Liaise with centre users as required to maintain the smooth operation of the centre
- Assist groups with set up and pack up as needed

- Administer the key and bond registers
- Facilitate equitable access to centre bookings for local groups in consultation with Manager and Management Committee
- Record feedback for consideration by the Management Committee
- Remind groups to adhere to the 'Hiring Regulations' if needed and follow up any issues or breaches of regulations

Centre Housekeeping

- Organise major and minor maintenance (including vandalism) through liaison with Council and other agencies as required
- Co-ordinate cleaning and maintenance of the centre and its grounds to ensure the centre is maintained to an appropriate standard
- Keep areas tidy, safe and welcoming
- Order & purchase cleaning goods, bathroom supplies, stationery and amenities

Information and Referral

- Respond to face to face, e-mail, social media, mail and telephone enquiries and provide information regarding NRCC services and other local services and referrals to other services as required
- Prepare promotional material to promote the centre and its activities and projects as required
- Monitor & update the centre information boards and notices

Community Development

- Assist with events and other community development work as required

General administration

- Process tax invoices on MYOB for Hall Hire
- Administer Centre accounts and payments in partnership with the Finance Administrator
- Process payroll in the absence of Finance Administrator
- Provide administrative support and assistance to the Centre Manager
- Take meeting minutes
- Receipt and deposit monies received to NRCC bank account
- Prepare monthly report of bookings, WHS, repairs and maintenance required

General

- Comply with the Code of Conduct, the Policies & Procedures, and uphold the professional and ethical standards of NRCC
- Work as part of a team with the other staff at NRCC
- Attend regular staff meetings
- Attend Management Committee and subcommittee meetings as required
- Participate in Centre-wide planning and events
- Participate in annual performance appraisal with Manager and Management Committee representative
- Participate in supervision as required
- Coordinate regular Work Health Safety inspections of premises
- Be willing to participate in ongoing professional skills development
- Any other tasks as consistent with the role and approved or directed by Management

5. Agreement

In signing this document, I signify my acceptance of the conditions and duties outlined in this Position Description.

Name: _____

Signature: _____ Date: _____

Signed on behalf of North Richmond Community Centre Inc. by the Manager:

Name: _____

Signature: _____ Date: _____

A Guide to Preparing Your Application

Your **application** should include:

- Your address and other contact details
- The details of the position applied for
- Where and when you saw the position advertised
- Why you are interested in the position and what experience you have in that field
- **How you meet the essential selection criteria**

Important: **Please address each of the essential and desirable criteria.**

Please address each criteria separately:

- Copy & paste the selection criteria from the position description into your application
- Use a bold heading to identify each criteria
- **Describe how you meet each criteria**
- Give example of projects, tasks, work experience and how you were involved to support your description of how you meet the criteria
- Remember to include transferable skills and knowledge – sometimes your experience isn't directly linked to the criteria, but you have no doubt gained skills and knowledge in one context that could be applied in others
- Try to be as clear as possible on how you meet the criteria
- If you don't feel that you meet all the criteria, respond as well as you can and indicate a willingness to pursue further professional development where needed

You also need to include a resume.

This should provide a clear and concise statement of your work experience and qualifications.

Resumes should contain the following basic information:

- Full name
- Your address
- Contact telephone numbers (work, after hours, mobile)
- Working with Children Check number
- Date of birth is optional, but will be needed after successful interview for verification of Working With Children Check
- Education / qualifications
- Short courses
- Employment history (in brief)
- Work experience
- Referees (names and phone numbers)

Additional information:

Please attach relevant documents, such as for example Police Check, Vaccination Certificate or certificates.