

**LOCUM ADMIN SUPPORT February – June 2019
ALMA ROAD COMMUNITY HOUSE (ARCH) NEIGHBOURHOOD HOUSE**

Position Title:	ARCH – Admin Support
Team Area(s)	Community Engagement and Development
Classification/Award:	<i>Social, Community, Home Care and Disability Services (SCHCADS) Award</i>
Remuneration:	SCHCADS award remuneration that is dependent on experience and skills
Employment details	Contract until the end of June 2019 - 3 days per week of approximately 20 hours per week with hours and days flexible as negotiated to meet service needs and requirements As per PPCG policies and agreements a satisfactory police check and working with children’s check is a mandatory requirement for this position.
Position reports to	Manager Community Engagement and Development
Ordinary location(s):	ARCH – 200 Alma Road, St Kilda East; from time to time the incumbent may be required to work from or be based at other PPCG sites, or service delivery locations
Date:	February 2019 to June 2019

ORGANISATION OVERVIEW

The Port Phillip Community Group (PPCG) is a provider of welfare and support services, financial counselling, recreation, and skills development and pathways to further education and employment in the City of Port Phillip. All our programs and services aim to deliver positive outcomes for individuals and communities. Operating from five main sites in the City of Port Phillip – St Kilda, East St Kilda, South Melbourne and Port Melbourne, over 50 volunteers and staff work in partnership with the community to deliver positive outcomes for all members of the community.

PPCG manages ARCH on behalf of the City of Port Phillip (CoPP). The Alma Road Community House (ARCH) is located at 200 Alma Road East St Kilda and provides a community space where people of all ages and abilities can meet and participate in a range of education, recreation and social activities and programs.

This light-filled house is surrounded by a children’s playground, a ‘little library’ for sharing books, a barbecue, playground, and garden beds with fresh vegetables and herbs. In addition one of the City of Port Phillip’s Maternal Child and Health Services is located at ARCH.

POSITION OVERVIEW

The ARCH Admin Support position is responsible for the day to day administration of ARCH during an initial 3 month transition to a new service delivery model.

The Admin Support role responds to phone and walk in queries, co-ordinates venue bookings, programs and activities and maintains and monitors the site and building.

KEY DELIVERABLES

In consultation with the Manager Community Engagement and Development the key deliverables of the role during the 3 month contract period are to;

- Develop a Procedure Manual for all ARCH activities and programs
- Develop a day to day Operations Manual for the booking and hire of ARCH facilities
- Review and develop the reporting of site faults and maintenance to CoPP

DAY TO DAY ADMIN TASKS

- Attend to all enquiries from clients - face to face, online enquiries and phone calls
- Order and maintain office supplies and consumables for ARCH
- Make and confirm all bookings for programs and activities at ARCH, access to the site, and send out booking confirmations and invoices/receipts
- Respond to requests for Neighbourhood Ngargees (external street parties) and make and confirm bookings
- In consultation with the Manager liaise with the PPCG Bookkeeper re booking deposits, and invoices and receipts and record as required
- In consultation with the Manager liaise with other PPCG staff as required
- Enter and maintain all bookings on Outlook Calendar or other system as agreed
- Ensure that PPCG, CoPP and other key community information is displayed on notice boards and maintained
- Ensure that internal signs and information required for ARCH is consistently displayed and maintained
- In consultation with the Manager monitor the cleaning and maintenance of ARCH as well as reporting issues and repairs required to the CoPP
- In consultation with the Manager oversee volunteers at ARCH in relation to agreed tasks
- In consultation with the Manager liaise with external organisations in relation to activities at ARCH as directed
- Other relevant duties as directed as directed

OCCUPATIONAL HEALTH & SAFETY

- In consultation with the Manager ensure that the venue complies with OH&S requirements and that the activities undertaken within the venue are done so in a safe manner at all times

PROFESSIONAL DEVELOPMENT AND PERFORMANCE MANAGEMENT

- Actively participate in relevant professional development activities and individual performance plan and review

KEY SELECTION CRITERIA

MANDATORY

- Certificate or Diploma in Administration or equivalent experience
- Demonstrated experience in administration processes and procedures, and booking systems
- Computer literacy in MS Office in particular Word, Excel, Outlook and internet applications

- Excellent interpersonal skills with a demonstrated ability to relate to people in a professional, confidential, dignified and friendly manner
- Strong attention to accuracy and detail and good written skills
- Demonstrated ability to work autonomously, prioritise workloads and meet deadlines

DESIRABLE

- Knowledge of the Community Sector, Neighbourhood Houses, and/or Learn Locals
- Knowledge of services in and around the City of Port Phillip or similar areas
- First Aid or Mental Health First Aid Certificate

ADDITIONAL NOTES

- All PPCG staff are employed under the *Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS)* in conjunction with the National Employment Standards (NES). The NES and the Award are not incorporated into this contract as the employer is already required to provide these terms and conditions to their employee.
- In addition, all employees of PPCG are bound by the properly approved policies and procedures of the organisation, which may be updated and/or varied from time to time.
- Up to date copies of the award, conditions of employment, policies and procedures are available on the shared electronic staff drive of Port Phillip Community Group
- Port Phillip Community Group is committed to providing and maintaining a working environment which is safe and without risk to the health of its staff and service users. The organisation is a smoke-free workplace.
- Flexible working hours – staff may negotiate their hours of employment between 8:00am and 6:00pm, based on meeting the operational needs of PPCG and its service users.

OFFERS OF EMPLOYMENT ARE CONTINGENT UPON:

- A successful reference check
- Non-adverse Criminal Record check
- Pre-existing injury: A full disclosure of any pre-existing injury (or injuries), illness or other health related issues that may impact the incumbent's ability to perform their role; or that may be affected by employment in this position
- Fitness for Work medical examination (specific positions)
- Holding and maintaining a valid 'Working with Children Check
- Undertaking a DHHS Disability Exclusion Worker Check (specific positions)
- Port Phillip Community Group reserves the right to terminate your employment without notice should you be found to have engaged in serious and wilful misconduct.

Port Phillip Community Group is an equal opportunity employer and encourages people with disabilities and individuals of diverse backgrounds including Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, and LGBTI+ community, to apply.