

## **JOB DESCRIPTION**

### **CEO/MANAGER – CHESTER HILL NEIGHBOURHOOD CENTRE**

Hours of work:	35 hours per week (Above Award)
Responsible to:	Management Committee CHNC
Employer:	The Management Committee Chester Hill Neighbourhood Centre Inc
Salary & Conditions	In accordance with the Social, Community, Home Care and Disability Services Industry Award 2010 Grade 6 Level 8

#### **Duty Statement**

The CEO/Manager CHNC is responsible for the day to day operation of Chester Hill Neighbourhood Centre and overseeing the management and governance of the organisation.

#### **Specific responsibilities include**

- Staff recruitment
- Strategic Planning
- Funding –develop and supervise preparation of funding submissions.
- HR
- Policy Development
- Business Development
- Compliance
- Acquittals
- Audits.
- Reporting to the Management Committee
- Asset Management
- Inform and advise Management Committee on all relevant issues
- Monitor and respond to legislative changes.
- Attend and participate in meetings in the area which are relevant to the role.
- Network and coordinate community partnerships
- Work within all legislative guidelines eg WH & S & EEO
- Other duties as required by the Management Committee

To oversee CHNC's 3 work teams.

1. Child Youth & Family
2. Aged & Volunteer
3. Child Care OOSH & Vacation Care

#### **SELECTION CRITERIA –**

## **CEO/ MANAGER – CHESTER HILL NEIGHBOURHOOD CENTRE**

A Full- time CEO/ Manager (35hrs per week ) is required at Chester Hill Neighbourhood Centre. Commencing mid March 2026

### **Essential:**

**Applicants must address all Essential Criteria in their application to be considered. Applications that do not address each criterion will not be assessed**

Relevant tertiary qualifications eg Business, Accounts

Demonstrated experience in meeting ECEC Regulations, the Aged Care Act and requirements for a Child Safe Organisation

Experience supervising staff and volunteers

Motivation & enthusiasm

Exceptional oral & written communication skills

Demonstrated experience working for a Management Committee

Networking skills and knowledge of the local area

Computer literate

Understanding of and commitment to EEO, WH & S and other legislation.

Willingness to undergo a Police Check

Current Working with Children Check

2 Current Referees

### **Desirable:**

LR License

Written applications addressing each of the criteria and a copy of a recent Resume to the Management Committee, email to [manager@chnc.org.au](mailto:manager@chnc.org.au)