



Community Learning Centre (Inc)

42 Glyde Street, East Fremantle 6158

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ABN 12 477 460 811

Coordinator Position Description

July 2020

Title	Coordinator
Position:	Permanent part-time, 3.5 days a week (26.25 hours) expanding to 4.5 days per week (33.75 hours).
Terms & Conditions:	Glyde-In is a party to SCHADS award.
Salary:	Commencing at \$61,425 p.a. at 3.5 days a week, expanding to \$80,038 at 4.5 days per week.
Benefits:	9.5% Superannuation plus the option to Salary Sacrifice to Super.

ORGANISATION OVERVIEW:

The Glyde-In Community Learning Centre (Inc.) is based in East Fremantle. We offer a quarterly programme of learning and recreational activities for adults from East Fremantle and the broader metropolitan area and a venue for community and private group meetings.

Our mission statement:

To foster a sense of community in East Fremantle and the wider metropolitan area by offering opportunities for participation in community learning and social skills.

The Centre is managed by a voluntary 12-member management committee and employs a Coordinator, an Assistant Coordinator, a Bookkeeper and a Cleaner. The Centre has 750 members. The facility is used by the members and also by the broader community. A dedicated team of volunteers maintain the garden, computer systems and buildings. They also support enrolments, mail-outs, letterbox drops and catering. A subcommittee organises and implements an active Out and About and Culture programme.

The Centre's programme aligns with the four school terms with a Summer School over the New Year period. In response to the Covid lockdown, the centre is currently closed and scheduled to reopen in October for Term 4.

The Centre is financially strong due to generous support from the Town of East Fremantle, our membership fees, course fees, grants and sundry incomes. The Centre has survived the shutdown well financially due to Local and Federal Government support and a grant from Lottery West.

RESPONSIBILITIES/DUTIES

Overview

The Coordinator is responsible for ensuring that Glyde-In is a vibrant, relevant and welcoming learning Centre, responsive to its membership and the broader community. The successful candidate, backed by a strong supporting team, will be responsible for the daily management of the centre, programme development and implementation, finances and strategic planning. The position reports to the Management Committee and ultimately to the community.

Responsibilities

The Coordinator is responsible for daily management of the Centre within the guidelines set down by our Constitution and mission statement, and by the Management Committee.

Glyde-In's quarterly programme and two-week Summer School generates most of the Centre's funding. Responsibility for the programme development will transition to the successful candidate from the retired Coordinator (acting as a program consultant) at a pace that is practical for both parties. Implementation of the programme is the responsibility of the Coordinator and Assistant Coordinator.

The Coordinator supervises staff, contractors, tutors, and volunteers, reports to and advises the Management Committee, and represents the Centre to the Town of East Fremantle, Linkwest and other organisations as required.

Duties

1. Report to and work closely with the Management Committee in policy decisions, fund-raising and to increase the overall visibility of Glyde-In.
2. Develop and implement a diverse quarterly programme of learning and recreational activities.
3. Recruit tutors, speakers and others to contribute to the quarterly programme.
4. Attend and record minutes of monthly Management Committee meetings.
5. Ensure the Centre is prepared and set up for daily programme activities.
6. Collaborate with and supervise staff, tutors and volunteers.
7. Work closely with the Assistant Coordinator to enable smooth work handover each mid-week.
8. Oversee policies and procedures for all functions and the daily operations of the Centre.
9. Work with Treasurer and Bookkeeper to plan the annual budget and oversee its operation.
10. Develop and implement strategic planning decisions in collaboration with the Management Committee.
11. Engage with Management sub-committees as required – eg fund-raising, planning, etc.
12. Support the Chair as Glyde-In's primary spokesperson to members, media and the general public.
13. Establish and maintain our relationships with various associated organisations.
14. Oversee marketing and other communication efforts.
15. Source funding opportunities and create applications.
16. Other duties as assigned by the Management Committee.
17. Compile annual budget and twice-annual report to the Town of East Fremantle.

SELECTION CRITERIA

1. A warm and welcoming personality.
2. Demonstrated ability in managing a human service organisation, including staff or volunteer management, financial management and administration.
3. A strong interest and experience in developing a diverse quarterly programme of learning and recreational activities for adults.
4. Capacity to increase attendance to 4.5 days per week during and after the transition.
5. Demonstrated ability to recruit tutors, speakers and others who contribute to the quarterly programme.
6. Knowledge and experience in compiling budgets, P&L and balance sheets;
7. Demonstrated commitment to community development.
8. Ability to work with a Management Committee.
9. An outgoing and welcoming outlook.
10. Skills in delegating and sharing tasks with a small team.
11. High-level, clear and responsive verbal and written communication skills.
12. Demonstrated ability to work autonomously to deadlines.
13. Ability to work well under pressure, to multi-task and problem-solve.
14. Good people skills and networking experience, particularly in community / not-for-profit sector.

To apply for the position: Please email your letter of application addressing the selection criteria, and attach your resume, together with the names of two referees to admin@glydein.org.au before 3 pm Thursday 6 August.