



Defence Community & Recreation Centre Cairns
Administrator/Co-ordinator Application Package
January 2012

Dear Applicant,

Thank you for your interest in the DCRC Administrator/ Co-ordinator Position.

Please read all the information included in this package and submit the required documentation (as listed below) to assist us with processing your application.

For any questions or enquiries about the position please contact DCRC on our recruitment email address - dcrc-coordinator@hotmail.com with your contact details and we will get back to you.

Please include the following in your Application:

- Resume (including contact details)
- Contact Details for two referees
- A covering letter clearly setting out your suitability for the position
- Proof of Working with Children Blue Card approval (if available)
- Consent for Police check

Applications should be marked "CONFIDENTIAL" and addressed to:

The President,
DCRC
3 Jensen Street,
Manoora 4870

The closing date for all applications is 5pm on **Friday 20 January 2012**. Applicants will be contacted by telephone to arrange a suitable interview time during the week commencing 23 January 2012.

The successful applicant should be available to start work as soon as possible.

Yours sincerely,

DCRC Secretary

www.dcrc-cairns.com



Defence Community & Recreation Centre Cairns

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| Position: | Administrator/Co-ordinator |
| Award: | Social, Community, Home Care and Disability Services Industry Award 2010 |
| Pay rate: | Level 2/3 of award - dependent on qualifications |
| Hours of work: | Casual at approximately 18-25 hours per week for 40 weeks of the year. Hours are negotiable - depending on funding |

DCRC Objectives

The Defence Community & Recreation Centre Cairns (DCRC) is a not-for-profit organisation that provides support for families of the Australian Defence Force residing in the Cairns region. The centre is governed in accordance with the *Incorporations Act (Qld)* and the DCRC constitution by a volunteer management committee comprising of Defence spouses.

DCRC hosts weekly scheduled activities (such as playgroup, craft group, and a parents group) as well as regular self-development activities, kids' activity nights and community events. DCRC also publishes a newsletter for Cairns Defence families distributed via its website – www.dcrc-cairns.com.

The DCRC management committee organises a range of fundraising activities in order to meet their nominated financial contribution as part of the Defence Family Support Funding Program grant.

DCRC Administrator/Co-ordinator's Role

We are seeking an experienced “all-round” Office Administrator/Co-ordinator who is well organised, proactive, and able to work independently with minimal supervision. The role is to administer the DCRC office on a day-to-day basis and provide effective, confidential, administrative and financial accountability to the Management Committee in developing and providing the program of activities and events at the centre.

The successful candidate will work under the direction of and in conjunction with the Management Committee in planning and implementing DCRC's activities while engaging with centre users and the wider Cairns Community. The position also involves co-ordination and liaison within the Cairns and Defence Communities and the development and maintenance of policies and procedures in the provision of high quality family support services and programs.

In addition the Administrator/Co-ordinator will provide support to the management committee to seek and secure additional funding for programs, services and events through fundraising, grants and sponsorship agreements.

This role would be ideal for those people seeking flexible work hours and the opportunity to excel in a challenging but social and rewarding role.



Key Responsibilities

- ✿ Provide comprehensive administrative and financial reporting support to the executive members of the DCRC management committee.
- ✿ Provide a broad range of administrative duties including reception tasks, records maintenance, correspondence records and distribution, Co-ordinator reports to the management committee meetings, and other administrative tasks as directed.
- ✿ Adhere to and maintain the financial procedures and accountancy practices to a high standard as directed by the management committee and auditors. This includes MYOB data entry, devising and maintaining budgets, reconciling bank accounts, receipting, banking, maintaining MYOB wage and salary records, applying purchasing and inventory control requirements, providing accurate financial statements for management committee meetings, invoicing, etc.
- ✿ Seek out funding sources and prepare funding applications and adhere to funding guidelines for reporting and accountability.
- ✿ Develop, plan and implement (in consultation with the management committee) new programs, services and activities for Defence families in context of strengthening connection to the Cairns community and enhancing resilience.
- ✿ Provide detailed advice and information on the Centre services for distribution.
- ✿ Establish and maintain working relationships with a diverse range of individuals, organisations and community groups. Provide a welcoming environment to citizens accessing the DCRC services.
- ✿ Maintain DCRC website, DCRC Facebook page and produce mailouts and bi-monthly online newsletter for Defence families in the Cairns area.
- ✿ Any other duties as decided by the DCRC management committee in accordance with funding guidelines, constitution, and award conditions.
- ✿ Adhere to DCRC policy and procedures, code of conduct, confidentiality and legislation requirements in relation to Equity and Diversity, Workplace Health and Safety.

Essential

- ✿ Experience with MYOB v 19 (or equivalent Accounting Software Package)
- ✿ Working with Children Blue Card (or capacity to obtain one immediately)
- ✿ Driver's Licence and use of own car

Desirable

- ✿ Advanced certificate/associate diploma in social and community services area.



Key Selection Criteria

1. Demonstrated experience in a similar role.
2. Excellent communication skills (both oral and written), liaison and inter-personal skills.
3. Experience in the application of financial record keeping programs, financial reporting and data entry (preferably in MYOB v19).
4. Excellent organisational skills and experience in the application of Microsoft office suite of programs (especially Word, Excel and Publisher).
5. Experience or knowledge of community capacity building.
6. Ability to work with minimal supervision and efficiently manage priorities. Ability to work within a team environment with a volunteer management committee.
7. Ability to seek out funding sources and prepare funding applications and adhere to funding guidelines for reporting and accountability.

