

Manager of Kogarah Community - Position Description

Position Title: Community Manager

Mode of Employment: Full time

Reports to: Superior of the Redemptorist Community.

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The Redemptorist Community at 24 Garden Street, Kogarah is a retirement facility for (circa 20) priests and brothers of the Congregation of the Most Holy Redeemer (Redemptorist). The successful applicant must demonstrate an ability to communicate with, manage and organise this facility in co-operation with the Rector and the employed staff. An understanding of the Catholic ethos is a necessary requirement for this position.

Applications should be made in writing to: Rector, P.O. Box 370, Kogarah. N.S.W. 1485. Please include a c.v.

Mission: To direct and supervise the day to day material operations of the Redemptorist Community at 24 Garden Street Kogarah in order to allow the community to support and care for retired, sick and frail aged Redemptorists and to conduct aspects of their apostolic mission and religious way of life. This care and support will be delivered in a spirit of concern, compassion and hospitality and with professional competence.

Position Title: Community Manager.

Duties:

This position will be responsible for the day to day material operations of the Kogarah community and for planning and implementing its future development with the support and supervision of the Superior of the Kogarah Community and/or his appointed delegate(s).

Specifically, the Community Manager is responsible for:

- Management and supervision of staff engaged at the Community including volunteers.
- Employing and supervision of Tradespeople as required.
- Cooperating with the financial team (e.g. Bursar, Province business manager), to prepare and comply with budgets, payment of accounts, petty cash, banking, recording financial transactions, maintaining financial records.
- Arranging and responding to the transport needs of the Redemptorist community including the purchase and maintenance of community vehicles; drivers; licences; taxis; Opal cards; registrations; etags etc.
- Work co-operatively with the community nurse for the overall care of community members.
- Oversee and direct the overall material functioning of the Kogarah community.
- Organise appropriate environments for community celebrations.

- Ensuring health and safety regulations are followed.

Qualifications and experience.

a). Mandatory;

- * Good business and management skills and experience.
- * A current driver's licence
- * A Police Check ; Working with Children clearance.

b). Desirable:

- * At least 3 years' experience in managing personnel.
- * Commitment to and understanding of the Catholic ethos.
- * Good relationship building skills.
- * Capacity to deal effectively with multiple tasks and competing demands.
- * Honesty and integrity.
- * Ability to proactively build positive relationships and maintain networks.
- * Ability to negotiate.
- * Ability to work autonomously and also to be part of a team.
- * Good time management skills.
- * Good written and verbal communication skills.
- * Flexibility to accommodate peaks and troughs in work flow.
- * Well developed communication and interpersonal skills.
- * Good computer skills and experience with Xero accounting system.
- * Experience in office management.

Remuneration will be by negotiation and in accord with award conditions.