



## **MCSCA Manager**

30 hours/week

Multicultural Community Services of Central Australia (MCSCA)

Alice Springs

- Work in a reputable, long established community organisation
- Lead a team which makes a difference in migrants' lives and in the Alice Springs community
- Family friendly workplace with flexible hours

MCSCA's current Manager, Marguerite Baptiste-Rooke is retiring and MCSCA is seeking a new manager to lead the team and to work with our elected management committee.

### **Position Title**

### **MCSCA Manager (Part-Time)**

#### **LOCATION**

Alice Springs

#### **REPORTS TO:**

MCSCA Management Committee

#### **SUPERVISES:**

Migrant Community Outreach Officer

Administration Officer/Bookkeeper

Project Workers and Contractors

Volunteers

### **POSITION DESCRIPTION**

The MCSCA Manager is responsible to the MCSCA Management Committee for the overall coordination of all MCSCA activities and programs including representing MCSCA in the public sphere, to government and the media and to members and clients. The MCSCA Manager is responsible for all aspects of the day-to-day management of MCSCA including management of programs and projects, management of staff, finances and administration.

### **RESPONSIBILITIES**

1. Coordinate and ensure the effective delivery of all MCSCA programs and projects including but not limited to:
  - the Migrant and Community Outreach Program
  - the Settlement Program (SETS)
  - the Susu Mama (weekly playgroup) Program
  - the Emergency Relief Fund
  - the Office of Multicultural Affairs (OMA) Program

2. Manage all aspects of the day-to-day operations of MCSCA including collaboration with and management of staff, finances and general office administration;
3. Coordinate and contribute to the delivery of information sessions to assist with orientation to Central Australia;
4. Coordinating and providing support to individual migrants and and groups and where appropriate assisting them to access relevant service providers;
5. Facilitate the integration and acceptance of migrants within their own and the wider community including coordinating and organising projects and multicultural activities and community events (e.g. Harmony Day); Assist Culturally and Linguistically Diverse (CALD) groups to form their own associations and organisations;
6. Represent MCSCA in the public sphere, on inter-organisational committees, to members, government and the broader community;
7. Attend Management Committee meetings, identify issues for their consideration and provide regular reports to the Committee around the management of MCSCA activities;
8. Manage the development of the MCSCA strategic plan and operational plan and ensure the implementation of these plans;
9. Coordinate and develop policies and procedures for the consideration of the Management Committee and ensure their implementation;
10. Coordinate grant applications, reports to funding agencies and undertake other measures to ensure MCSCA's financial viability;
11. Maintain a network of stakeholders and contacts;
12. Ensure financial and other reports are completed and submitted in a timely manner and in accordance with contractual obligations;
13. Ensure the coordination of volunteers;
14. Coordinate the recruitment of new members, ensure the maintenance of the membership data base and coordinate the renewal of exiting members;
15. Coordinate the production of a newsletter to CALD groups and maintain and update the MCSCA website.

**The Package**

<b>Hours per week</b>	30
<b>Hourly rate</b>	\$41.36
<b>Superannuation</b>	10%
<b>Annual Leave</b>	5 weeks pro rata

## **SELECTION CRITERIA**

### **Essential**

1. A detailed understanding of and experience in addressing the range of issues faced by migrants and refugees arriving in central Australia;
2. Demonstrated commitment to and understanding of the principles underpinning respect for cultural diversity and equality of opportunity;
3. Experience in or demonstrated capacity to manage a membership-based and community-based organisation including the capacity to:
  - initiate and manage projects and campaigns;
  - contribute towards to financial management of the organisation;
  - manage staff and address human resources issues;
  - build and maintain relationships with key stakeholders;
4. Strong interpersonal and communication skills and the capacity to work with a broad range of organisations and individuals with an interest or role in addressing the needs of recently arrived migrants and refugees;
5. Experience in managing or working with community sector organisations and the delivery of services to their clients;
6. Demonstrated capacity to deal with all levels of government including sourcing and managing government funded projects relating to migrants and refugees;
7. Well developed organisational and planning, monitoring and evaluation skills including the capacity to manage the development of strategic plans, operational plans and relevant organisational policies and procedures.

### **Desirable**

1. Tertiary qualifications in areas related to social policy or a field relevant to the position;
2. A broad understanding of the Australian and Northern Territory Governmental systems and programs;
3. An understanding of the broader social and cultural issues facing Central Australia particularly as they relate to Aboriginal people;
4. Knowledge of languages other than English.

## **ABOUT MCSCA**

Multicultural Community Services of Central Australia (MCSCA) is a welcoming drop-in centre and one stop shop for all migrants in Alice Springs. We have been working for and with migrants and the Alice Springs community since 1985.

MCSCA is a grassroots, community based organisation, run by an elected, volunteer management committee. Our mission is:

- To provide support, orientation and information to people of many cultural backgrounds who wish to settle in Central Australia;
- To assist community understanding and acceptance of cultural diversity and promote multiculturalism;
- To facilitate integration into Australian Society and understanding of Australian values and lifestyles.

We offer a broad range of services, from casework and information sessions and referrals to mainstream services, to a multicultural playgroup, multicultural events such as the annual Big Day Out in Harmony, and multicultural projects and programs, regular social gatherings and assistance for incorporated and unincorporated cultural groups in Alice Springs.

## **ABOUT ALICE SPRINGS / MPARTWE**

Aboriginal history in Central Australia dates back over 60,000 years. Alice Springs is part of the homeland of the Central Arrernte (pronounced arrunda) people. The Central Arrernte are seen as the traditional owners of Alice Springs. Mpartntwe (pronounced M-barn-twa) is the Arrernte word for Alice Springs. The MacDonnell Ranges which run east and west of the town represent the Caterpillar Jukurrpa or Yipirinya Dreamtime story which belongs to the Arrernte people of Mpartntwe. Alice Springs is the regional, commercial and financial hub of Central Australia and it attracts Aboriginal people from all over the region and far beyond.

From its earliest days Alice Springs has been a multicultural community, and proud of its diversity. According to the Australian Bureau of Statistics (ABS) census of 2016 the population of Alice Springs was 24,751 people. Around 23 percent of these are from culturally and linguistically diverse (CALD) backgrounds. Many migrants have become very successful and become leading citizens in the community. Although Alice Springs is a small remote centre, there is plenty of opportunity.

### **Multicultural Community Services of Central Australia Inc.**

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Website: [www.mcscsca.org.au](http://www.mcscsca.org.au)

Facebook: <https://www.facebook.com/multiculturalcommunityservices>

Strategic Plan: <https://mcscsca.org.au/wp-content/uploads/2020/10/MCSCA-Strategic-Plan-2019-2024.pdf>

Interested? We'd love to hear your story, so please provide the following:

1. **Cover Letter:** Please provide your responses to the above selection criteria; and
2. **Resume:** Your resume should clearly outline any work experience and qualifications you have that would contribute to your success in this role.
3. **Send to [info@mcscas.org.au](mailto:info@mcscas.org.au)** or post to MCSCA at **PO Box 1160 Alice Springs NT 0871**
4. **Do you have questions?** Please call us on 08 8952 8776

**Applications Close: 4.30pm, 3 December 2021**

*Shortlisted candidates will be required to undergo pre-employment and criminal history probity checks.*