



## **Tanyalla Recreation Centre Manager**

The Tanyalla Recreation Centre is a ministry of the Anglican Diocese of Rockhampton. It provides accommodation to a wide range of groups in a beautiful natural environment close to the coast at Tannum Sands, Queensland

While the position of Centre Manager is voluntary, free accommodation in a fully furnished three-bedroom unit, including electricity and gas is provided.

### **LOCATION**

The Centre is located on Caledon Street, Canoe Point, in the coastal town of Tannum Sands in Central Queensland.

### **MAIN DUTIES/RESPONSIBILITIES**

- Ensure promotion of the Centre to target groups using a variety of media.
- Provide a welcoming environment for all who visit or use the facility.
- Oversee the day to day administration of the Centre.
- Oversee the cleaning and maintenance of the facility and grounds to ensure they are in a good state of cleanliness and repair.
- Report to the Chair of the Tanyalla Board as and when required.
- Ensure all legislative requirements are adhered to eg: WHS, Faithfulness in Service etc.
- Attend the Centre at all reasonable times, to ensure proper and efficient performance of duties.

### **REPORTING REQUIREMENTS**

This position reports directly to the Tanyalla Board through the chairperson, and indirectly to the Bishop of the Diocese of Rockhampton.

### **SKILLS AND EXPERIENCE**

- A proven leader with a broad range of experience in marketing, management and the development of business models.
- Ability to work with all members of the public.
- Excellent administration skills.
- Excellent verbal and written communication.
- Demonstrated conflict resolution skills.
- A proactive approach to all types of maintenance planning.
- Experience working in a Christian community centre.
- A willingness to work within the ethos and teaching of the Anglican Church in the Diocese of Rockhampton.

### **Essential Requirements**

- Qld Working with Children Blue Card
- Rockhampton Diocesan Safe Ministry Check and Training
- National Police Check

***NB. appointment will not be made until these requirements have been met.***

- First aid certificate [advantage but not required]
- Intermediate to advanced Microsoft Office skills (Word, Excel, Outlook)
- Current Driver's License

### **PERFORMANCE GOALS**

- Complete administration tasks accurately and on time.
- Deal with clients, suppliers, volunteers and members of the community professionally at all times
- Help generate increased revenue through return clients and referrals.

### **APPLICATION PROCESS**

Please forward an expression of interest and a current CV with the names of two referees and a reference from your local minister/pastor/priest to

The Chairperson  
Tanyalla Anglican Recreation Centre  
PO Box 3046  
Tannum Sands Q 4680

**APPLICATIONS CLOSE Friday 13<sup>th</sup> July 2018**