

## **KEY SELECTION CRITERIA**

- Excellent organisational/prioritising skills and ability to effectively plan, develop and co-ordinate appropriate activities including adult education programs.
- Demonstrated ability to provide excellent leadership and foster good working relationships in a team environment.
- Demonstrated ability to manage and supervise staff, provide clear direction, monitor performance, offer encouragement and identify opportunities for improvement.
- Excellent communication skills, both oral and written, ability to work effectively with a community-based Committee and to advocate confidently on behalf of the organisation.
- Commitment to fostering an open, welcoming and supportive environment and ability to relate to a wide range of people from diverse backgrounds.
- Previous experience in community development or in working with community groups and ability to effectively liaise with other organisations and government departments.
- Experience in researching funding sources, preparing detailed funding submissions and ability to formulate and manage budgets day to day.
- Demonstrated ability to respond sensitively to individuals who are disadvantaged or in need, refer appropriately and maintain confidentiality.
- Demonstrated problem solving and conflict resolution skills and proven ability to apply initiative and work unsupervised in a dynamic and demanding environment.
- Competent computer skills, including a sound knowledge of MS Office suite, and proven ability to administer a small office.