

ADRA Australia

Community Centre Manager - Cannington

Commitment: Part-time (16h/week - 1 yr Maximum Term)

Location: 142 Wharf St, Cannington WA 6107



About the role

ADRA Australia is seeking a qualified and experienced Community Centre Manager to join our management ranks.

This position encompasses a few key areas of responsibility.

The Manager provides leadership and operational oversight of the ADRA Community Centre Cannington, working in close collaboration with the ADRA Regional Manager (RM) to ensure that all community services are aligned with ADRA's mission and strategic priorities. A key focus of the role is to ensure that programs are responsive to the current and emerging needs of individuals and families within the Cannington community.

The Manager is also responsible for the recruitment, induction, support, and ongoing management of all volunteers at the Cannington Community Centre. In addition, the role includes oversight of the emergency relief service, ensuring that all activities are delivered in a safe, ethical, and compliant manner. This includes maintaining adherence to Work Health and Safety (WHS) and Food Safety policies across all areas of the Centre's operations.

The successful applicant is a servant-leader who is passionate about ADRA's purpose, "to serve humanity so all may live as God intended" and is committed to meeting the challenges of this diverse role with enthusiasm, collaboration, and teamwork.

The successful applicant must have the legal right to live and work in Australia at the time of application. The Job Description for the role and the Employment Application Form are included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 120 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

Our Values - We conduct our work by being:

Connected - working collaboratively for the best outcome for those living in poverty or distress.

Courageous - persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

About ADRA Community Centre Cannington Team

The Centre Manager is appointed by the ADRA Australia ADCOM and reports to the Regional Manager for Western Australia.

The Centre operates a number of programs including:

- Food Program
- Community Garden

All of which need good systems in place to ensure financial viability of the Centre.

Selection criteria

Essential

1. **Demonstrated ability to contribute to planning discussions** and work collaboratively with senior leadership to identify and progress priority service areas.
2. **Proven capacity to implement strategic actions** within a part-time role, ensuring key objectives are met efficiently and effectively
3. **Strong administrative skills**, with the ability to prioritise tasks that directly support service continuity and operational stability.
4. **Experience coordinating volunteer teams**, including managing rosters and providing day-to-day guidance and support.
5. **Demonstrated experience in volunteer recruitment, screening and induction**, with an ability to manage scheduled intake processes.
6. **Excellent interpersonal and communication skills**, enabling professional engagement with clients, volunteers and external stakeholders.
7. **Ability to respond to enquiries and complaints** with sound judgement, escalating matters appropriately when required.
8. **Understanding of organisational values and compliance requirements**, with the ability to ensure volunteers operate in alignment with ADRA's Mission and Values and adhere to relevant policies and procedures.
9. **Experience providing administrative support within community service programs**, including client intake coordination, food service operations, procurement, stock management and compliance with food safety standards.
10. **Proven ability to identify, pursue, and secure grant funding** aligned with organisational strategy.
11. **Demonstrated capacity to build and maintain effective working relationships**, including the ability to collaborate closely with ADRA's Grant Funding Coordinator at head office to support the development and submission of high-quality grant applications.

Desirable Criteria

1. **Experience working within a community services or not-for-profit environment**, particularly in roles involving volunteer coordination or client-facing support.
2. **Knowledge of emergency relief frameworks, referral pathways and local support networks**, enabling effective collaboration and service delivery
3. **Ability to contribute to a positive, client-centred organisational culture**, demonstrating empathy, cultural sensitivity and a commitment to empowering individuals and families.

Key competencies

- **Leading and Supervising** – Provides others with clear directions; motivates and empowers others; recruits staff of high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour, gives regular feedback.
- **Working with People** – Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight.
- **Relating and Networking** – Establishes good relationships with colleagues; builds wide and effective networks of contacts inside and outside the organisation; relates well to people at all levels; Uses humour appropriately to enhance relationships with others.

- **Planning and Organizing**

Sets clearly defined objectives; plans activities and projects well in advance and takes account of possible changing circumstances; identifies and organizes resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.

Other requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment, and child protection seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain foreign police check and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia, or overseas. This is included in the Employment Application Form.

How to apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter, resume and the Employment Application form found at the end of this document, along with the names of three work related referees to: HR@adra.org.au.

If you have questions or need further information, please contact:

Olivia Olsen - Human Resources Assistant for ADRA Australia
Phone +61 2 9473 9521 or
email: HR@adra.org.au

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion.

See Job Description and Employment application forms following.



**Connected
Courageous
Compassionate**

Position Title:	Community Centre Manager
Department:	ADRA Community Centre (Cannington)
Reports To:	ADRA Regional Manager- Western Australia
Team Supervision:	Volunteers

Full / Part Time:	Part Time (16h per week - 1 yr maximum term)
Revised Date:	March 2026

Purpose of Position:

The **Manager** works with the ADRA Regional Manager (RM) to ensure that community services are consistent with ADRA's mission and strategic plan to meet current and emerging needs of individuals and families in the Cannington area. The Manager is responsible for the recruitment, induction and management of Cannington Community Centre volunteers. The manager oversees the emergency relief service and ensures that WHS and Food Safety policies are adhered to across the operation.

Behavioural Expectations:

ADRA Australia Code of Conduct and related policies including WHS. It is expected that the manager will demonstrate, promote and maintain a safe work environment that values confidentiality, punctuality, justice, compassion, collaboration, commitment, integrity and transparency.

Key Competencies:

Leadership, collaboration, initiative, problem solving, flexibility, interpersonal and organisational skills.

ADRA Competencies: 1.2 Leading and Supervising, 2.1 Working with People, 3.1 Relating & Networking, 6.1 Planning and Organising.

Key Responsibilities: *The things that the person needs to be responsible for to successfully fulfil the obligations of this position.*

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What must be done in this area	Measures of Success / KPI's How job performance will be measured
STRATEGY	<ul style="list-style-type: none"> Contribute to periodic planning discussions with the ADRA RM, focusing on priority areas rather than full strategic development. Support implementation of agreed strategic actions within available part time capacity. 	<ul style="list-style-type: none"> Six-monthly review and consultation, covering full strategic development Focused on priority items relevant to part-time responsibilities
MANAGEMENT	<ul style="list-style-type: none"> Provide essential administrative support to the CCC, prioritising tasks that directly impact service continuity. Coordinate volunteer rosters and provide day-to-day guidance Manage volunteer recruitment, screening and induction for new volunteers, focusing on scheduled intakes Maintain professional communication with clients, volunteers, and external stakeholders Respond to queries and complaints received and escalate as appropriate. Ensure that volunteers perform their duties and work in harmony with the Mission and Values of ADRA Australia and the Seventh-day Adventist Church and ensure compliance with all policies and procedures. 	<ul style="list-style-type: none"> Administrative tasks completed within agreed timeframes, across all operational areas and limited to tasks prioritised for part-time hours Volunteers report clear direction and support, across the full week for shifts supervised by the Manager. Volunteer recruitment, screening and induction completed, as a continuous process for scheduled intakes. All volunteers have completed screening before commencement. Random checks find no outdated information on digital platforms. Required updates completed for areas directly overseen during rostered hours Professionalism maintained Complaints handled promptly, for all centre operations for matters received. Random checks indicate high level of volunteer knowledge of industry standards, relevant policies and church values Volunteers demonstrate understanding of key policies

		<ul style="list-style-type: none"> No complaints or reports of non-compliance
CLIENTS	<ul style="list-style-type: none"> Provide administrative support within the Emergency Relief program, including client intake appointment scheduling, enquiries, referrals and correspondence. Coordinate food service operations including procurement, stock management and ensuring compliance with all food safety requirements. Work to maintain a workplace culture (ethos) that fosters positive aspirations and attitudes to ensure that both clients feel supported, empowered and valued 	<ul style="list-style-type: none"> 100% of client intake records completed accurately and enquiries responded to in a timely manner. Centre is well organised with none or few substantiated complaints received. 100% success rate in council inspections. Evidence of compassion and client support,
GRANTS AND FUNDING	<ul style="list-style-type: none"> Identify and pursue grant funding opportunities aligned with strategy. For any major grants, work closely with ADRA's Grant Funding Coordinator at head office 	<ul style="list-style-type: none"> 1 major grant application submitted per year Minimum 2 local council/govt grant applications submitted annually Relationships with council, foundations/corporate funders established.
WORK HEALTH AND SAFETY	<ul style="list-style-type: none"> Work with Centre volunteers, staff and clients to provide a safe environment, consulting as needed on WHS issues Ensure all equipment used is suitable for the intended purpose and meet safety requirements Support manager in delivering adequate training so that operations are conducted safely Investigate and rectify any risks to health and safety Report and record all incidents and carry out an investigation as required 	<ul style="list-style-type: none"> 100% of WHS quarterly inspections are completed each year and 100% of incidents reported promptly following incidents via Salesforce. An up-to-date risk assessment is maintained and kept on file. Work health and safety guidelines are implemented. WHS is discussed as a regular agenda item at monthly staff meetings. Quarterly WHS policy refresher training is delivered to staff and volunteers.

Employee's Name:
Employee's Signature:

Supervisor's Name:
Supervisor(s) Signature(s):

Date: / /

Employment Application Form

Adventist Development
and Relief Agency
ABN 85 109 435 618



Title		First Name		Last Name	
Address (include Country, State and Post/Zipcode)					
Phone Nos.	Home		Mobile		Work
Email			Gender		
Position applying for:					
GENERAL					Type in "Yes" or "No" or the appropriate answer
1. Are you ALREADY legally entitled to work in Australia? If you are not an Australian citizen, please provide your visa details.					
If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.					
2. What prompted you to apply for this role? Why would you like to work for ADRA?					
3. Do you have any illnesses or injuries which would affect your ability to perform the inherent requirements of the job for which you have applied? If yes, please provide details below:					
SAFEGUARDING					
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafe*?					
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:					
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:					
ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH					
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:					
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.					
9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does not exclude you from applying for the position.)					

Being employed by the Seventh-day Adventist Church involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. <i>(Our code of conduct policy is available on request.)</i> Please respond to the next two questions.	
10. Do you understand the Church's lifestyle values? (these include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)	
11. If you are employed by the Church, are you happy to reflect its mission in your work and adhere to its lifestyle values in your professional life?	

I understand, agree and declare that:

1. If required by ADRA, I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA. (Refer Point 3)
2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.
3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.
4. The Terms and Conditions of my employment shall be in accordance with:
 - (a) Any applicable State or Federal Laws.
 - (b) The appropriate Industrial Award and/or church policy.

Signature	Date

**Adsafe has been established as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*