

## POSITION DESCRIPTION

<b>Title</b>	Showground Manager
<b>Reports to</b>	Mullumbimby Showground Land Manager Board
<b>Contract type</b>	Individual Employment contract
<b>Employment type</b>	Part-time, 28 hours per week



### Context

Mullumbimby Showground is located at 62 Main Arm Road, 1.5km northwest of the Mullumbimby CBD and has frontage to the Brunswick River. The total area of the showground is 9.8 Ha (24.2 acres). The showground is Crown Land, dedicated on 29 November 1929 for the public purpose of 'showground'. The Mullumbimby Showground Land Manager (MSLM) is the body responsible for the management of the grounds. MSLM Board members are representatives of the local community and are appointed by NSW Minister for Crown Lands. The MSLM Board is guided by a Plan of Management which defines the value, use, management practices and intent for the broad public purpose for which the land has been dedicated.

The showground features a campground, managed by on-site Caretakers. It is also home to resident user groups such as the Mullumbimby Agricultural Society, Spaghetti Circus, the Mullumbimby Pony Club, Brunswick Valley Pony Club, the famous weekly Mullum Farmers Markets, Roundabout Theatre as well as the Rotary Club. A range of community events and small festivals are also part of the showground calendar. There is a diverse range of locals who visit every day to exercise and walk their dogs.

### Summary of Position

The MSLM contracts a Showground Manager to manage the affairs of the Board, the daily operations of the showground and, more broadly, the MSLM has three strategic objectives:

- i. improve existing operations
- ii. stabilise the financial foundations of the MSLM or strengthen the financial viability/situation of the MSLM
- iii. commence new business activities

The position involves a high degree of administration, financial management as well as practical site management elements. It requires equal measures of versatility, problem-solving abilities, maintaining stakeholder relationships and an attitude of following through to deliver desired outcomes.

### Period of Employment

The role requires 28 hours per week, delivered in a flexible manner, based in the Showground office. The position is initially offered as a three-month probationary period before a contract of one year (or more) can be offered. This is open to negotiation but a probationary period will be applied.

### Key Duties & Responsibilities

The Manager, with the direction and guidance of the MSLM and its various committees, is responsible for the effective management of the Showground. The Manager directly reports to two Board members on a regular basis and prepares reports to the Board as a whole at its scheduled monthly meetings (2<sup>nd</sup> Monday of the month).

Key areas of responsibilities include (but are not limited to):

#### 1. Management of the MSLM office and all communications

- ensuring all relevant documentation is filed and stored securely in digital format via an online server as well as in hard copy where required
- managing timely and efficient responses to correspondence received via the Manager email address and Post Office box

- referring matters to the Board where further input or decision-making is required
- maintain regular and accessible office hours
- maintain central registers for showground contacts, assets, keys etc
- positively promote the Showground's profile, roles and responsibilities
- maintain current web content on [www.mullumbimbyshowground.org.au](http://www.mullumbimbyshowground.org.au) via the WIX platform
- maintain community engagement via the Showground Facebook Page

## 2. Financial Management

- in collaboration with the Treasurer and Bookkeeper the Manager is responsible for the financial administration of the Board including weekly processing of invoices payable, banking, issuing of invoices for Licence fees, ensuring expenditure coding accuracy for reports generated through the online accounting system MYOB, as well as tracking expenditure with sustainability and efficiency measures a priority
- operational budget management in close consultation with the Treasurer
- input into the Board's financial strategic planning for capital works
- project budget management where required

## 3. The grounds and infrastructure

- arrange repairs and maintenance works relating to buildings, infrastructure and landscape with input as required from the Grounds Committee and/or Board direct reports
- management of various contractors engaged in repair and maintenance works to ensure works are completed in a timely and safe manner
- liaise with the campground Caretaker on relevant grounds issues and the impact of bookings (the Caretaker is largely responsible for the mowing of the property)
- maintain an active grounds maintenance schedule including management of the environmental zones and the fig tree grove, liaising with Brunswick Valley Landcare representatives re: regeneration and weed control and arborists re: tree health
- work to the Board's identified priorities for capital works and improvements and formulate schedules for their delivery

## 4. User groups and event bookings

- manage the Showground calendar bookings system for annual user groups, liaising with the Caretakers re: campground booking impacts on hired spaces
- act as ongoing site liaison for events licensed at the Showground, in consultation with Caretakers for events with associated camping requirements
- maintain relationships with user groups and their access to the Showground via a Licensing system and ensure all Licences and associated documentation are up to date
- facilitate regular communication channels between user groups and the Board concerning operational policy, safety and potential improvements works on the grounds
- promote community access to the showground and cultivate compatible new uses of the Showground's multi-purpose spaces

## 5. Preparation of grant submissions

- an annual funding round is made available by the Department of Industry – Lands and there are a range of state, federal and community grant opportunities available
- research and prepare grant applications for upgrade projects working to the Board's capital works priorities
- work with relevant Board committees to ensure project delivery to schedule and submit grant acquittals to deadline

## 6. WHS and risk management protocols and processes

- maintain existing, and further develop, the WHS policy and implementation, conducting regular reviews

- ensure all insurances and kept current
- oversee the Induction process for all contractors, volunteers and users
- work with user groups and organisers of events to ensure best risk management practices are being adhered to across their activities on the grounds

#### 7. Policy and operational systems

- oversee the implementation and clear communication of existing policies and operational systems and advise the Board where further policy / systems development may be required
- ensure reporting and review processes to support the Board in its implementation of the Plan of Management's strategic directions and its major objective in the development of a strategic Site Master Plan
- refer to Department of Industry – Lands staff and resources to ensure compliance with the Department's management structure and requirements of Crown Land reserves

#### 8. Annual reporting

- Prepare the Board's Annual Report to the Department of Industry – Lands and lodge via the online CRRS system by October 31 each year. Items to be reported on include details of Licences, assets, improvements and upgrades, usage statistics, risk management programs, financial statements
- Work with the Treasurer to ensure timely delivery of the financial Audit Report in support of the Annual Report
- Prepare and deliver the Board's Annual Report to the Australian Charities and Not-for-Profits Commission

#### **Skills & Experience**

	<b>Essential</b>	<b>Desirable</b>
Experience	<ul style="list-style-type: none"> <li>• Minimum 2 years working in a Site and/or Event Management capacity (including financial administration)</li> <li>• Minimum 2 years working within a not-for-profit sector involving volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in using MYOB accounting system</li> </ul>
Qualifications / Certifications	<ul style="list-style-type: none"> <li>• Senior First Aid</li> <li>• Contractor public liability insurance up to \$20 million</li> <li>• Valid ABN</li> </ul>	
Skills / Abilities / Knowledge	<ul style="list-style-type: none"> <li>• Superior attention to detail</li> <li>• Superior communication and negotiation skills, written and verbal</li> <li>• Ability to work in both a self-directed capacity as well as to instruction in managing a diverse workload</li> <li>• Ability to work with a diverse range of stakeholders and interests, sometimes competing</li> <li>• A results-driven, problem solving mentality</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management skills and experience</li> </ul>

#### **Remuneration**

To be negotiated between the Board and the successful applicant with invoices to be paid on submission of a valid invoice either weekly or fortnightly.