

POSITION DESCRIPTION

Title	Showground Manager
Reports to	Mullumbimby Showground Land Manager Board
Contract type	Individual Employment contract
Employment type	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 volunteers 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 Mullumbimby 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 and the daily operations of the showground. The Board are in the process of reviewing the 2014 Plan of Management, with the new draft identifying three strategic directions for the Board's work into the future:

- a. Continue to improve existing operations,
- b. Maintain and improve the financial foundations of the MSLM Board, and
- c. Continue to upgrade facilities for community use.

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, based in the Showground office. Regular 'open' hours will be negotiated with the Board recognising some after hours and weekend work will be required due to the nature of the position.

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 (2nd Monday evening of the month).

Remuneration

To be negotiated between the Board and the successful applicant to be paid on submission of a valid invoice either weekly or fortnightly. The Superannuation Guarantee Contribution rate (10.5%) will be paid by MSLM.

The Manager as contractor will need to have an ABN and provide evidence of current public liability insurance to the value of \$20 million. The Manager is covered under the MSLM's Workcover insurance provisions.

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

1. Management of the MSLM office and communications

- ensure all relevant documentation is filed and stored securely in digital format via an online server as well as in hard copy where required
- manage timely and efficient responses to correspondence received via the Manager email address and MSLM Post Office box
- refer 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.
- Collect relevant data to inform strategic planning, grants and marketing decisions, eg. Camping trends, statistics and website trends
- positively promote the Showground's profile, roles and responsibilities
- maintain current web content on www.mullumbimbyshowground.org.au via the Wix platform
- Maintain social media posts to promote Showground activities
- prepare agenda's and take minutes at board meetings

2. 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
- manage 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
- maintain an active grounds maintenance schedule
- work to the Board's identified priorities for capital works and improvements and formulate schedules for their delivery

3. User groups and event bookings

- manage the Showground calendar bookings system for annual user groups, liaising with the Caretakers about campground booking impacts on hired spaces
- act as ongoing site liaison for events licensed at the Showground, in consultation with the campground Caretakers for events with associated camping requirements
- maintain relationships with user groups and their access to the Showground via a Licensing system and ensure 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 to the grounds
- promote community access to the Showground and cultivate compatible new uses of the Showground's multi-purpose spaces

4. WHS and risk management protocols and processes

- maintain and further develop the MSLM's WHS policy and implementation, conducting regular reviews
- ensure MSLM insurances are 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 adhered to across their activities on the grounds

5. Financial Management

- in collaboration with the MSLM's Treasurer and Bookkeeper, administer the MSLM's finances including weekly processing of invoices payable, issuing of invoices for licence fees, ensuring expenditure coding accuracy for reports generated through the MSLM's online MYOB accounting system as well as generating invoices for licence fees, and tracking expenditure
- Do the weekly banking of donations and camping income
- manage the MSLM's operational budget in close consultation with the Treasurer
- input into the MSLM's financial strategic planning for capital works
- manage project budgets where required

6. Preparation of grant submissions

- track the annual funding round of the Department (of Planning, Industry and Environment - the Department) and the range of state, federal and community grant programs
- research and prepare grant applications for upgrade projects earmarked in the PoM and in the MSLM's capital works priorities
- work with relevant MSLM committees to ensure project delivery and submit grant acquittals on deadlines

7. Policy and operational systems

- oversee the implementation and clear communication of existing MSLM policies and operational systems and advise the Board where further policy/systems development may be required
- ensure reporting and review processes support the Board in its implementation of the PoM's strategic directions
- confer with Department staff (NSW DPIE - Lands) and access resources to ensure compliance with the Department's requirements for Crown Land reserves (NSW DPIE)
- Continue to improve operational systems for efficiency and effectiveness where possible
- develop a volunteer management strategy considering attraction, recruitment, induction, training, recognition and rewards

8. Annual reporting

- Prepare the MSLM Board's Annual Report to the Department of Lands
- Work with the Treasurer to ensure timely delivery of the audited financial reports to support the Annual Report
- Prepare and deliver the MSLM Board's Annual Report to the Australian Charities and Not-for-Profits Commission

Skills & Experience

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

How to Apply:

Applicants must address each of the following seven criteria and demonstrate:

1. Your ability to operate strategically and experience working for a not-for-profit enterprise;
2. your capacity to prepare and interpret transparent financial reports for the Board and external stakeholders;
3. your capacity to implement the Plan of Management including proven ability to develop and implement operational and strategic policies and procedures;
4. your ability to prepare tenders, apply for grants and acquit grants on time;
5. your ability to work with a wide range of community and commercial stakeholders in our regional context;
6. your level of computer literacy;
7. your capacity as a self-starter, to work in a team and to manage a diverse workload.

Please submit a written response addressing the criteria (PDF format no more than 1,000 words) along with a CV by midday Thursday 23 March, 2023.

Please also provide at least two referees, one of whom must be professional.

Applications to be emailed to apply@mullumbimbyshowground.org.au