



Lismore Neighbourhood Centre Inc.

ABN 76 023 582 425

76 Carrington Street or PO Box 525, Lismore NSW 2480

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CENTRE PROFILE

OVERVIEW

LNC is an Incorporated, community based non-profit organisation established in 1977 to provide innovative, quality services to the community. LNC operates within a community-based management model which is made up of a voluntary Board responsible for setting strategic directions, policy, planning, evaluation and financial management.

We auspice a number of not for profit organisations and we provide housing to groups such as Sanctuary North Coast and the Rainbow Club for refugees and migrants. We have an outreach service for the victims of sexual assault at Indigo House, collocating with North Coast Area Health Service. We also provide after school and vacation care programs in Lismore and Wollongbar/Alstonville.

LNC runs with the support of a dedicated team of volunteers without whom we would not function. All new staff must be prepared to respect, work alongside and train volunteers.

TARGET GROUPS

LNC provides a cross section of direct services to the community with special attention to disadvantaged members including children, families, youth, disabled adults and children, aged, Aboriginal families, individuals and children and unemployed individuals. LNC also manages community development projects which assist in building community capacity.

GEOGRAPHICAL REGIONS COVERED

LNC services are primarily focused on the Lismore Shire however a number of our programs are regional or take in other Northern Rivers Shires. We work with the Consortium of Neighbourhood Centres to deliver Brighter Futures early intervention across the region, and we are building a No Interest Loans network regionally.

STAFF EMPLOYED BY THE CENTRE

There is an average of 20 staff employed annually at LNC. This includes full-time, part-time and casual staff.

The present team consists of:

Up to 20 volunteers carrying out a range of duties

Manager

Financial Officer

Volunteer Manager

Administrative support staff

Community Visitor Service staff

Helping Hands Aboriginal Housing Service staff

No Interest Loans staff

Centre Against Child Sexual Assault staff

IT Officer
Budget Counsellor
Rainbow Region Kids Coordinator
Vacation Care and Out of Hours School Care staff

FUNDING SOURCES

LNC receives funding from the following Government departments and services;

- ✓ Department of Community Services
- ✓ Department of Ageing Disability & Homecare
- ✓ Department of Family & Community services
- ✓ Department of Health & Ageing
- ✓ Northern Rivers Area Health service
- ✓ Area Assistance Scheme
- ✓ Office of Fair Trading and Good Shepherd Foundation

BUDGET

The estimated budget for the 2009/2010 financial year is \$1 million.

Lodging your Application

We hope this information sheet will give you a better understanding of LNC recruitment and selection procedures and assist you in submitting your application.

Applications

LNC does not use application forms. We do not accept email applications unless prearranged with Centre Manager or Finance Officer.

You should apply in writing for the position, addressing the selection criteria. This means that you will need to specifically respond to each of the criteria in your application. If you do not address the selection criteria we will be unable to consider you for the position. Please include a resume which sets out your personal details (name, address and contact details), education, previous positions and experience, and two / three referees (with contact details).

Acknowledgment of Applications

We do not acknowledge receipt of applications unless requested to do so. If you would like an acknowledgment please make your request clearly visible (a note attached to the front page is helpful). There is no advantage in placing applications in folders or plastic sleeves and we ask you not to do this.

Copies of degrees, qualifications etc.

It is not necessary to include these with your application. Successful applicants may be required to provide copies of qualifications on taking up an appointment.

Short Listing

The Selection Panel will make arrangements to interview shortlisted applicants. Other applicants will be advised that their applications were not successful.

Interviews

Local applicants will be interviewed in person. Interstate or capital city applicants will generally be interviewed by telephone. For telephone interviews a conference telephone is used so all members of the Selection Panel are able to converse with the applicant. Interview panels normally comprise three or four people. A list of the questions to be

asked will be provided to interviewees 30 minutes prior to interview. All questions will be based on the selection criteria.

Final Selection

Successful applicants will be contacted by telephone and sent a written offer of appointment. Unsuccessful applicants will be notified within 48 hours of the decision being made.

Offer of Appointment:

The successful applicant will be sent a letter of appointment enclosing details of the hours and pay rate.

Eligibility List

Applicants who meet the selection criteria but are not the successful applicant, can be placed on an eligibility list. If the successful applicant leaves within six months, the position can be offered to people on the eligibility list, in the order in which they have been placed by the selection panel.

EEO

LNC is an equal opportunity employer and its staff are expected to initiate and/or comply with current equal opportunity principles.

Please send your application, marked "Confidential" to:

The Manager
Lismore Neighbourhood Centre
PO Box 525
LISMORE NSW 2480