

POSITION DESCRIPTION

Job Title:	Centre Manager
Work Location:	Birth & Beyond Centre, 10/89 Todd St (Fan Arcade)
Reports to:	Birth & Beyond Committee of Management
Remuneration:	SCHADS Award Level 5–6 (broad-banded, commensurate with experience) + 12% superannuation
Indicative Hourly Rate (part-time):	<ul style="list-style-type: none">• Level 5: approx. \$51 – \$53 per hour• Level 6: approx. \$55 – \$58 per hour <i>(Based on SCHADS Award rates; pro rata for 20 hours per week)</i>
Contract:	Part-time (20 hours per week) fixed term to December 2027
Start Date:	Available for immediate start
Closing Date:	27/03/2026

About Us

Birth & Beyond (B&B) is a local not-for-profit organisation that has been supporting families from pregnancy through to early childhood in the Mparntwe Alice Springs region for over four decades. We provide education, resources, practical support and advocacy, and operate a welcoming drop-in centre where families feel safe, supported and respected. We play a vital role in the local maternity and early years ecosystem and are committed to strengthening outcomes for families through collaboration, advocacy and community-led support.

About the Role

The Centre Manager is responsible for the strategic, operational and community leadership of the organisation. This is a hands-on management role requiring a balance of:

- Service delivery oversight and direct family support
- Business and operational leadership
- Strategic development and partnership building
- Funding sustainability and stakeholder engagement.

The Centre Manager will lead all programs and the day-to-day operations of the drop-in centre, while also strengthening partnerships across the maternity, health and early years sectors. Working closely with the Committee of Management, the role will drive implementation of B&B's strategic plan and play a key role in securing long-term funding, including engagement with government, funders and key stakeholders.

Key Responsibilities

1. Strategic Leadership & Service Development

- Lead implementation of B&B's strategic plan in partnership with the Committee.
- Contribute to service innovation and continuous quality improvement in line with B&B's vision and mission.
- Ensure programs respond to the evolving needs of families in the region.
- Monitor and evaluate program outcomes and impact.

2. Program & Service Management

- Oversee all antenatal, postnatal and early parenting programs.
- Ensure the drop-in centre operates as a safe, inclusive and responsive space.
- Provide confidential, trauma-informed support, information and referrals to families.
- Manage all resources and equipment hire.
- Supervise and support volunteers and other staff engaged in service delivery or project work.

3. Partnerships & Sector Engagement

- Represent and advocate on behalf of B&B in key networks and forums.
- Build, strengthen and maintain partnerships with:
 - Maternity services
 - Health providers
 - Community organisations
 - Early childhood services
 - Local businesses.
- Position B&B as a key contributor within the regional maternity and family support landscape.

4. Funding, Advocacy & Sustainability

- Lead funding strategy development in collaboration with the Committee.
- Identify and activate funding opportunities including grants and partnerships.
- Prepare high-quality submissions, reports and acquittals.
- Liaise with government and key stakeholders to advocate for sustainable funding.
- Contribute to campaigns and initiatives that support long-term organisational viability.

5. Operations & Business Management

- Oversee day-to-day operations, systems and procedures.

- Manage budgets, financial tracking and reporting (in collaboration with bookkeeper).
- Ensure compliance with funding agreements, policies and legislation.
- Maintain high standards of governance, risk management and accountability.

6. Governance & Reporting

- Work closely with the Committee of Management to support governance functions.
- Prepare reports and attend Committee meetings.
- Provide strategic advice and insights to inform decision-making.

About You

You are an experienced and values-driven leader with the ability to operate both strategically and operationally in a small, community-based organisation.

You bring:

- Strong business and operational management capability
- Demonstrated experience in program and service delivery
- Understanding of the Alice Springs region and the needs of families, community and the maternity/health sector
- Ability to build and maintain effective partnerships and stakeholder relationships
- Confidence engaging with government and funding bodies.

You are equally comfortable:

- Supporting a parent in need with empathy and professionalism
- Leading organisational strategy and sustainability initiatives.

Essential Skills & Experience

- Experience in management or senior coordination roles within community services, health, not-for-profit or similar sectors
- Strong stakeholder engagement and partnership-building skills
- Demonstrated ability to manage programs, budgets and operations
- Excellent written and verbal communication skills
- Ability to work independently and exercise sound judgement
- High level of professionalism, confidentiality and ethical practice

Desirable

- Experience in grant writing, funding acquisition and reporting
- Knowledge of not-for-profit governance and compliance
- Experience working within maternity, early childhood or family services sectors

- Understanding of continuous quality improvement frameworks
- Qualifications in community services, social work, business, public health, project management or related fields

Compliance Requirements

- Current (or willingness to obtain) National Police Check
- Current (or willingness to obtain) Working with Children Clearance (Ochre Card)
- Required vaccinations

What We Offer

- Flexible part-time role (20 hours per week)
- A leadership opportunity in a respected community organisation
- Ability to shape the future direction and sustainability of the service
- Meaningful work supporting local families during a critical life stage
- Supportive and engaged Committee of Management

Applications

Please email info@birthandbeyond.org.au with:

1. Your resume; and
2. A one-page statement outlining your interest in the role and how your experience aligns with the position.

Applications close: 27th March 2026