

## APPLICATION PACKAGE

Manager

**Katanning Hub Community Resource Centre**

June 2026



SUPPORTED BY

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Department of  
Primary Industries and  
Regional Development

Thank you for your interest in the position of Manager at the Katanning Hub Community Resource Centre (CRC). The Katanning Hub CRC is an incorporated, community-led organisation that supports individuals, businesses, community groups and visitors through the delivery of information services, community development initiatives, events, training opportunities, visitor servicing and business support programs. The CRC holds a contract with the Department of Primary Industries and Regional Development.

The CRC provides:

- Community information and referral services
- Visitor information services
- Community development programs
- Training and digital inclusion activities
- Business support initiatives
- Event coordination and delivery
- Grant-funded projects
- Support for local organisations and community groups

Working in partnership with government agencies, local businesses, community organisations and volunteers, the CRC delivers programs and services that strengthen community wellbeing, participation, education, economic development and social connection across the community and wider region.

The Manager reports to the Board and is responsible for the operational management of the CRC. This position is until June 30 2027, and may be extended subject to the CRC re-tender to the Department of Primary Industries and Regional Development (WA).

This Information Pack contains the following elements:

1. Position description.
2. Selection criteria.
3. Application form.

**Candidates are required to submit their applications electronically by 5pm 10 July 2026 to: [caroline@150square.com.au](mailto:caroline@150square.com.au)**

For enquires please contact Caroline Robinson M 0403 225 900



## POSITION DESCRIPTION

**Location:** Katanning Hub CRC, 42 Austral Terrace, Katanning WA

**Employment Type:** Full Time (38 hours per week)

**Award:** SCHADS Award

**Salary:** Negotiable based on qualifications and experience (\$87,000 to \$97,000 plus superannuation)

**Reports To:** Board

**Direct Reports:** Administration staff, trainees, volunteers, contractors

### Key Responsibilities

#### Service Delivery

- Oversee delivery of CRC programs and services.
- Ensure high-quality customer service.
- Support visitor information services and community information activities.
- Promote CRC services and initiatives.
- Support management of social media, websites and publications.
- Identify, apply and manage funding applications for the CRC.

#### Community Development

- Build and maintain relationships with community organisations, businesses and stakeholders.
- Facilitate partnerships and collaborative projects.
- Identify emerging community needs and opportunities.
- Represent the CRC at meetings and community events.

#### Governance

- Work with the Board to implement the CRC's strategic plan.
- Provide reports and recommendations to the Board.
- Meet compliance of funding agreements and legislative requirements.
- Assist the Board with governance.

#### Management

- Foster a positive and productive workplace culture.
- Manage recruitment, supervision and performance of staff (inclusive of trainees and volunteers)
- Support professional development and training opportunities of staff.
- Implement workplace policies and procedures.

#### Financial Management

- With the Treasurer and Bookkeeper develop and monitor budgets, oversee financial systems and reporting.
- Monitor expenditure against funding agreements.



### Essential

- Qualification in regional / community development, business, management, communications, project management or a related field (or 5yrs similar experience)
- Strong verbal and written communication skills
- Experience working with Office 365 or similar software
- Understanding of not for profit governance

### Desirable

- Experience working within the community, local government, government or not-for-profit sectors.
- Experience working with XERO or similar software package
- Knowledge of a regional community



**MANAGER JOB APPLICATION FORM**

Title*	Choose an item.
Full first name*	
Last name*	
Post nominal (e.g. OAM, AM, AO)	
Date of birth	
Gender	Choose an item.
Do you identify yourself as a First Nations Australian?	Choose an item.
Do you identify yourself as a person with disability?	Choose an item.
Current employment status?	Choose an item.
If employed please state: Position	
Employer	
Residential address	Street
	Suburb
	State
	Postcode
Postal address (if different)	Street
	Suburb
	State
	Postcode
Mobile phone	
Email*	
LinkedIn profile (if available)	
Referee 1 (name, phone and organisation)	
Referee 2 (name, phone and organisation)	
How did you find out about applying for the role?	



## SELECTION CRITERIA

**PLEASE PROVIDE A STATEMENT ADDRESSING YOUR CLAIMS AGAINST EACH OF THE SELECTION CRITERIA. IT IS IMPORTANT TO ADHERE TO THE SPECIFIED LIMIT OF 250 WORDS PER CRITERIA. EXTRA TEXT WILL NOT BE CONSIDERED.**

1. How have you built and maintained effective relationships with community organisations, businesses, government agencies, funding bodies or other stakeholders. Include how you have used these relationships to deliver a service or project.

2. Provide examples of your experience leading an organisation or team and how you have delivered upon strategic and business plans to achieve organisational goals.

3. How have you planned, delivered and evaluated a community project / event or program (either as the lead or a team member)? In your response, describe how you met deadlines, prepared funding applications / budgets, managed reporting requirements and/or acquitted funds.

4. Please provide an example/s that demonstrates your ability to support good governance, work with a Board/committee, manage budgets, prepare reports and communicate effectively.

Applicants are required to submit:

1. Statement addressing the Selection Criteria (250 words per question demonstrating how your skills, knowledge and experience meet the selection criteria)
2. Current resume
3. Referees: contact details for at least two professional referees who can comment on your suitability for the role.

