



***Blue Mountains Aboriginal  
Culture & Resource Centre  
(ACRC)  
An Aboriginal Corporation***

ABN 72 778 150 873  
ICN 2827

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Phone: 4782 6569

**BLUE MOUNTAINS ABORIGINAL CULTURE AND RESOURCE CENTRE**

**Position Vacant: Manager**

Since 1996, Blue Mountains Aboriginal Culture and Resource Centre (BMACRC) has worked towards our mission, which is:

“Fostering respect and unity in the Blue Mountains Aboriginal and Torres Strait Islander Community by strengthening culture through community support, empowerment and embracing diversity to achieve self-determination.”

BMACRC seeks an experienced Manager to provide strategic leadership, oversee operations and to help us work towards meeting our objectives (below). A crucial part of the role is ensuring that a welcoming, stable and culturally safe environment is maintained for clients, members and our small, dedicated team of staff and volunteers.

The Manager will ensure that quality, caring supports are maintained and that we comply with our legal, contractual, financial, performance, risk and governance obligations. We expect the Manager to have proven experience providing effective leadership in those areas.

The role has responsibility for consolidating and building up vital services and supports that share culture, develop skills and strengthen the Aboriginal and Torres Strait Islander community in the Blue Mountains Local Government Area (LGA). These currently include:

- Aboriginal and Torres Strait Islander Family Services, which assist children and their families through the Koori Playgroup and the Family Worker Service
- Aboriginal Elders' Support Services, which support our elders through the Social Support Service, community lunches and the medical transport service
- Cultural Development
- Bush Garden Programme

It's essential that the Manager has demonstrated experience overseeing the delivery of programmes, services and projects within budget and agreed timeframes. So the Manager must possess a strong understanding of financial management, including planning, budgets, reporting requirements and acquittal procedures. The role also requires experience in strategic planning and in preparing funding submissions.

The position requires carrying out human resources management functions and understanding of relevant industrial relations laws needed to run a community organisation.

The Manager reports to the Board of Directors and will have proven experience working effectively with an Aboriginal and/or Torres Strait Islander Board (or equivalent), including providing support and effective advice about governance, operations, policy and finances.

The successful candidate will have the vision and strategy needed to help address a range of issues of importance for Aboriginal residents of the Blue Mountains. So you must have a strong sense of social justice and cultural understanding, the inclusiveness, advocacy and

communication skills needed to engage and maintain critical partnerships and networks within community, locally across the Mountains and within the sectors BMACRC operates in.

Based in Katoomba and classified at SCHaDS Award Level 8.1, the position is offered part-time (32 hours per week) on an ongoing basis, subject to successful completion of a six-month probation period.

**Aboriginality is a genuine qualification, authorised by Section 14 of the Anti-Discrimination Act, 1977.**

**To apply or make inquiries:** An information package containing the position description and details about how to apply, is available at: [admin@acrc.org.au](mailto:admin@acrc.org.au) or phone: 02 4782 6569 and ask staff to leave your message.

**Applications close: COB Thursday 23 April, 2015.**

Applicants must:

1. Obtain the information package, including the position description.
2. Address each of the essential criteria outlined in Section 4 of the position description.
3. Include a current resume with their application and provide three referees. (Referees will be contacted, and applicants' former places of work may be contacted by the interview panel, in the event the applicant progresses through the interview and the panel needs to undertake relevant background checks.)
4. Send applications by **email:** [admin@acrc.org.au](mailto:admin@acrc.org.au) **or mail** hard copy applications to:

Board of Directors  
Blue Mountains Aboriginal Culture and Resource Centre  
PO Box 334  
Katoomba NSW 2780

#### **BMACRC's Objectives**

The objects of BMACRC are:

- To acknowledge, appreciate and respect the traditional Gundungurra and Darug culture and land.
- To provide all Aboriginal and Torres Strait Islander residents of the Blue Mountains Local Government Area (LGA) with:
  - Access and equity in the provision of services
  - Support and help in overcoming the physical and cultural isolation often felt by many
  - A place to share Indigenous Australian cultures, history and address all current issues
  - A place to support and empower Indigenous Australian arts and crafts
- To provide wider community with a place to share Indigenous Australian cultures, history and address current issues.
- To negotiate and consult in an ongoing basis with all relevant Aboriginal and non-Aboriginal organisations, developing a dynamic communication network.
- To be pro-active in the reduction of racism.
- To strengthen and give recognition to the Aboriginal and Torres Strait Islanders presence in the Blue Mountains LGA