

Dear prospective Operations Manager,

Thank you for your interest in joining the BANC team.

On the BANC website you will find a copy of the Operations Manager job description and information about BANC.

To apply for the position of Operations Manager, I ask that you submit a copy of your resume and a statement addressing the selection criteria for the position to me via email by **COB on Friday 29 July 2022.**

The selection criteria for the position of Operations Manager are:

1. Tertiary qualifications in operations management or related discipline; OR minimum 5 years' experience working in management, operations, and leadership
2. Ability to build consensus and relationships among managers and employees
3. Excellent organisational and communication skills
4. IT skills, including knowledge of Microsoft Office
5. Solid understanding of financial management
6. Current Criminal Record Check
7. Up-to-date COVID-19 and influenza vaccination certificate

In your statement addressing the selection criteria you must tell me how your experience, training, knowledge, skills and attributes make you the best person for the position of Operations Manager. The interview panel will use this information in making their selection from the field of candidates.

For your information, interviews for the position are scheduled for Wednesday 3 August 2022.

If you would like to speak with someone further about your application, please contact me on gm@banc.org.au or 0420 768 274. Please note I will be on leave until 18 July 2022 and will respond to you then.

Yours faithfully,



Leah Godfrey, General Manager
1 July 2022



About BANC

Vision

A diverse, inclusive and connected community which works together to build its resilience, and its social, environmental and economic sustainability.

Mission

BANC is the heart of creative, inclusive services that support the sustained well-being and resilience of its community.

Values

Inclusive: BANC welcomes all people regardless of their age, gender, ability, cultural or religious background.

Fair: All those who wish to participate in our programs and services are treated equally and respectfully.

Professional: BANC pursues high ethical standards.

Committed: BANC works with its hearts and its head to build a great organisation that meets the needs of its clients and community.

Responsive: BANC aims to meet, as efficiently and effectively as possible, the needs of its clients, colleagues and community.

Innovative: BANC designs creative options to deliver the most effective results for its clients and communities.

Who are we?

BANC is a multipurpose not-for-profit community-based organisation servicing the Upper Blue Mountains areas of NSW. Blackheath Area Neighbourhood Centre was incorporated under the Incorporated Associations Act of 1984 on 27 January 1993.

Blackheath Area Neighbourhood Centre Inc. is governed by a Board of local residents and has over 100 members. The Board is responsible for the employment of staff, ensuring that the organisation operates within legal guidelines (including worker health and safety), that its finances are sound as are all financial decisions. The Board sets the strategic and policy environment for the organisation.



BANC is registered with the Australian Charities and Not-for-Profits Commission (ACNC); is a Public Benevolent Institution endorsed to access Tax, GST and Income Tax exemptions; and is endorsed as a Deductible Gift Recipient (DGR).

BANC is a no interest loans scheme provider; registered NDIS provider; approved provider for Child Care Subsidy; and approved provider through the Australian Children's Education & Care Quality Authority.

Where do we work?

We work across the Blue Mountains and Lithgow areas of NSW. We provide our services from four sites:

- Neighbourhood Centre at 41 Gardiner Crescent;
- Cyber_Shed at 37 Gardiner Crescent;
- BANC Access at 110 Wentworth Street; and,
- BOOSH from Blackheath Public School.

What do we do?

Our services include:

- out of school hours care
- NDIS supports, plan management and support coordination
- No Interest Loans Scheme
- Volunteering opportunities
- Community development focusing on families with children, and people facing social isolation
- Digital literacy support
- Low cost office services and free computer access
- Emergency relief including food and vouchers
- Booking service for BMCC Blackheath Community Centre and Presbyterian Church halls

More about our services

BANC Access

BANC Access is a registered NDIS provider delivering individual and group supports at home and in the community. BANC also provides NDIS Support Coordination and Plan Management.

BOOSH: Blackheath Out Of School Hours

BANC operates an approved Before School, After School and Vacation Care child care service from grounds of Blackheath Public School. BOOSH meets the needs of parents in the local community, as well as providing opportunities for children from a variety of backgrounds to socialise in a safe and caring environment.



Neighbourhood Centre services

BANC provides low cost printing and copying; access to free Wi-Fi, computers and scanning; free non-perishable, fresh and frozen food; emergency relief including vouchers for groceries, water, electricity and firewood; information and referral to an enormous range of community resources; and sometimes just a chat and a cuppa.

Community Development

We work to build stronger communities in the Upper Blue Mountains so people are resilient, resourced and connected. Equity and diversity are embraced and often celebrated during community events and festivals. Our community development work involves supporting many community projects that enhance the rights and participation of individuals and the community. Some examples of this include working with families with children to be better placed to integrate into the community and meet the social and learning needs of their children; building community resilience during and following bushfires; and ensuring improved access for all through appropriate town development.

No Interest Loans Scheme (NILS)

BANC assesses applicants for no-interest loans to people on a low income living or working in the local community. These loans are offered specifically for major outlays such as essential electrical goods, vehicle expenses, medical equipment or hot-water systems.

Blackheath Cares

BANC matches local volunteers with older people who would benefit from social supports at home and in accessing the community. BANC also hosts bus trips, enabling older people to socialise and to get out of the house.

Cyber_Shed

BANC has a proud tradition of providing low-cost, entry-level computer tuition, taught by dedicated volunteers.

HUFF

HUFF generates connections between residents, emergency services and local community groups that are beneficial during any emergency, natural disaster or extreme weather event. HUFF builds physical and emotional resilience in Upper Blue Mountains communities.

Blackheath Halls hire

BANC manages the hire of the Blackheath Community Centre halls on behalf of Blue Mountains City Council and the Church Hall on behalf of Blackheath Presbyterian Church.



Community Events

BANC organises local events open to the entire community. These events usually coincide with and celebrate Seniors Week, Blackheath Day, and dates that have local importance, for example the annual Rhododendron Festival.

Advocacy and Lobbying

BANC facilitates community consultations concerning public local issues such as parking, public transport and public spaces.

Other Community Projects

BANC also works collaboratively with other community organisations and local voluntary groups to enable the local communities of the Upper Blue Mountains to have access to a wide range of community activities and services. BANC supports associated community projects.