

JOB VACANCY

Centre Manager – Melton Grameen Australia

- Create positive change for local and migrant women
- Exciting role with not for profit microfinance social business
- Speak Vietnamese and English
- Salary between \$65,000 - \$75,000

What are we looking for?

Are you energetic and passionate about the power of small business to enable meaningful livelihoods for people on low incomes? Can you motivate and inspire others to work together to achieve their goals? Can you speak two or more languages? Ideally, we'd like to hear from candidates fluent in Vietnamese and English.

Who are we?

Grameen Australia is a not for profit microfinance social business which provides access to financial support to women on low incomes to start or build their small businesses. Our business is based on the Grameen Model which has been successful throughout innovative countries and the United States and is supported by the Australian Government.

What's your purpose?

Reporting to the Chief Operating Officer, the Centre Manager is integral in the delivery of the 'Grameen Today' program. There are two components to the role – (1) organising groups of five women who need small loans to start or grow their own businesses and (2) the maintenance and discipline of the program and associated administrative functions. You will coordinate small loans, financial training and support to each of the groups in your centre. Research shows that this internationally renowned model of microenterprise: reduces financial hardship; increases business earnings and savings; and improves general wellbeing.

What will you be doing, in summary?

Operational

- Manage loan administration including applications, repayments and reconciliation
- Ensure group training is well delivered and enables self-improvement
- Work collaboratively with others to achieve Centre/Branch objectives
- Coordinate weekly meetings, training activities and special events
- Identify and action financial education needs for each group
- Attend to day-to-day administrative functions

Social and developmental

- Know your market and source new members
- Build, develop and maintain relationships with members
- Understand neighbourhood and demographics of target members
- Foster an environment that promotes inclusion, teamwork and celebrates success
- Champion Grameen Australia's vision, purpose and values

- Commitment to Grameen Australia's values of hope, belonging, kindness, creativity, social justice and human connection.

What skills and abilities will you bring us?

- Minimum VCE or equivalent and a strong passion for community service
- Strong communication skills and ability to build trusted relationships
- Bi-lingual in English and Vietnamese and/or other community language would be advantageous
- Experience in client outreach, community development, sales, or customer service
- Ability to articulate relevant budgeting and financial processes with members
- Demonstrated ability to maintain accurate records and meet compliance obligations
- Basic financial knowledge and computer skills
- Demonstrated ability to work as part of a team
- Existing local community networks in Melton City would be an advantage

Additional information:

Employment will be subject to:

- A successful police check
- A successful working with children check
- Proof of the right to work in Australia
- 2 references
- Double Vax Certificate

For further information and/or a copy of the full job description, please contact Jenny Port, People and Culture Advisor on 0412 125 123.

Applications close on WEDNESDAY 13 APRIL 2022 and should include a cover letter addressing what you can bring to the job and your resume. These should be emailed to jennyport@grameen.org.au