

TO ALL PARENTS, CUSTOMERS, STAKEHOLDERS and STAFF

SENIOR MANAGEMENT POSITIONAL CHANGES

SUDBURY COMMUNITY HOUSE ASSOCIATION INCORPORATED

Earlier this year Sudbury Community House was awarded a contract through the Empowering Communities Program that is funded and administered by the Department of Communities.

Resulting from awarding of this contract, the Board of Management embarked on developing a plan that would enable Sudbury Community House to not only deliver on the outcomes required through the Empowering Communities Program but position the organisation to meet the requirements of our changing, business needs. To this extent the functions undertaken by Sudbury Community House are summarised as follows:

- Early Childhood Education and Care Development;
- Community Development and Support;
- Governance;
- Relationship Management; and,
- Consultancy Advice.

With the above as background, the Board of Management then sought to undertake a review of what is now provided together and what is needed in the future. This resulted in the preparation of a report titled “A Bright Future”.

The report highlighted a number of areas of development that is largely dependent upon a management structure that is able to provide the necessary leadership and manage what is now a complex business.

To this extent some changes to the structure have occurred and the purpose of this circular is to inform readers of these.

1. Executive Manager, Sudbury Community House Association Incorporated

The title of this position has been changed to Chief Executive Officer.

The role is now considered to have evolved into a Chief Executive Officer of a small organisation (in a business sense). The position leads a small management team that have largely been given the responsibility to lead and manage the respective work areas. The change in title reflects that the Chief Executive Officer will largely focus on leading and developing the organisation and establishing and maintaining relationships predominately outside of the organisation. Each of the managers within the structure will have assigned accountabilities and responsibilities and therefore reduce the burden on the Chief Executive Officer to have hands on management for what is an expanding business.

2. Director Care and Development Centre

The role and responsibilities of this position have not significantly changed other than an emphasis that the Director of the Care and Development Centre has clear accountability for developing, leading and managing the Centre.

3. Assistant Director Care and Development Centre

We have retitled the Second in Charge of the Care and Development Centre to Assistant Director Care and Development Centre. This title better reflects the role, responsibilities and duties of the position.

4. Business Manager

The role and responsibilities of this position have been broadened from what was previously the Operations Coordinator. To reflect the change, we have retitled to the Business Manager. The role, responsibilities and duties have an increased emphasis in assessing business proposals and ensuring from a governance perspective, that the organisation is compliant.

5. General Manager Strategy, Policy and Projects

The area where Sudbury Community House is most at risk is strategy, policy and projects. To some extent these activities have largely been left to the Executive Manager (now Chief Executive Officer), Board Members and other staff to undertake. This has left the organisation somewhat exposed as these are very important issues and require high level management. To address these issues and more importantly have in place a resource that can provide the necessary leadership and manage what are strategic areas, we have decided to establish the General Manager Strategy, Policy and Projects.

This position will enable Sudbury Community House to meet its contractual obligations under the Empowering Communities Program. In addition, the position will be required to review, develop, implement and maintain policies across the organisation together with strategies that identifies opportunities to grow services and just as important maximise revenue opportunities.

We will be undertaking the recruitment of this position in the coming weeks.

These changes will come into effect immediately.

If any further information is required, please do not hesitate to contact me.

Chris Ward
Acting Chairperson
5th August 2019