



Pallotti College  

"Come with me by yourselves to a quiet place and get some rest" Mark 6:31



Overview

Volunteer General Manager

Pallotti College, Millgrove

ABOUT PALLOTTI COLLEGE:

Pallotti College is nestled in the foothills of Mount Donna Buang with stunning views over the Yarra Valley. Owned and operated by the Pallottine Community, Pallotti College has been a retreat centre for over 50 years priding itself on its ministry of welcome and hospitality to a wide variety of groups. It offers a beautiful quiet setting for prayer, reflection and renewal.

For further information visit <https://pallotticollege.org.au/>

ABOUT THE ROLE:

As Retreat Centre Manager you will have a diverse and interesting role with principal responsibility for all aspects of business operations, financial management and reporting, legal and personnel management, administrative services, properties and facilities management, as well as oversight of a team of volunteers and support staff. It is an excellent opportunity to play a leading role in helping to promote and grow Pallotti College and our ministries.

As a leading team member you will have a visible and relational approach, ensuring that Pallotti College's philosophy, aims and objectives are reflected in the role, and ensuring that our financial resources and community personnel effectively support and promote our mission and the long-term success of Retreat Centre.

We are seeking a highly accomplished leader with great interpersonal skills and a strong financial background. Experience in budget planning and monitoring, financial reporting, strategic planning, managing cash flow and capital works is highly desirable. Great communication skills with the ability to manage and inspire a diverse team is essential.

KEY RESPONSIBILITIES:

- Financial management and reporting
- Retreat Centre operations
- Compliance and personnel management
- Strategic leadership
- Property and facilities management
- Staff and Volunteer management

For full details of the role, please view the Position Description (link).

ABOUT YOU:

The ideal Manager will have:

- A personal and demonstrated commitment to the ethos and values of the Catholic Church as espoused by St Vincent Pallotti
- Relevant Retreat College Management, Hospitality Management or School Management experience or similar across a broad spectrum of activities
- Tertiary qualifications or equivalent training
- Proven project management skills including the ability to manage multiple projects simultaneously
- Strong organisational and leadership skills including communication, negotiation, conflict management and team building
- Strong analytical ability and problem-solving aptitude with ability to be resourceful and proactive in identifying and managing issues
- Extensive strategic and financial planning and development skills
- A willingness to be available at short notice in the event of an emergency
- A commitment to the ongoing and proactive protection and safeguarding of children, young people and adults at risk
- Driver's licence and preparedness to undertake reasonable travel
- Current CPR, First Aid and Food Handling certifications (or at least willingness to obtain these qualifications with assistance from Pallotti College)

Full board will be offered to the successful candidate.

HOW TO APPLY:

To apply for this position, please send your application via email detailed below. To support your application, you will be required to provide a CV and Cover Letter (2 pages max) highlighting your qualifications, experience and suitability for the role.

Email Address: hr@pallotticollege.com.au

Please address applications to Director, Trustees of the Catholic Apostolate.