

Williamstown Community and Education Centre

POSITION:

Community Development Coordinator
Reports to Manager.
Works with Education and Operations Coordinators.
Some admin support

TERMS AND CONDITIONS:

Award:

NHACE Collective Agreement ACE Level 6.1. Negotiable.
Hours: 19 to 21 hours approximately per week.
Days negotiable as required.
Initially casual, with option to accept 12 month contracts going forward.

PURPOSE:

Coordinate the community development activities and programs at Williamstown Community and Education Centre. To oversee the implementation of all programs and activities in line with the stated philosophy, goals and priorities endorsed by the Committee of Management.

About the Position:

The Community Development Coordinator is responsible for developing and coordinating our Neighbourhood House services, activities, events and projects.

This role ensures services, activities, events, and projects are:

- Responsive to community needs.
- Focused on empowering individuals, families, groups, students, stakeholders, centre users and communities.
- informed by best practice, evidence of what works and utilise innovative approaches where they can better meet community needs.

SKILLS AND EXPERIENCE:

The Community Development Worker is expected to have skills and experience in the following areas:

- Knowledge and experience in community development and engagement.
- Familiarity with local community, government departments at all levels, financial accountability, council services, local networks and industry procedures.
- The ability to coordinate, direct and support all those involved with the community development activities of the Centre.
- Well developed understanding and ability to relate with the diverse range of people in our local community.
- Project management.
- Application and tender / grant writing as well as acquittals.
- Experience delivering community-driven and responsive activities, events, and projects
- Strong skills in utilising technology and social media to enhance service delivery

- Familiarity with Community and Social Services sector policy settings, funding and reporting
- Excellent interpersonal skills with the ability to communicate confidently and appropriately with a diverse range of people
- Ability to follow established procedures and practices while also demonstrating initiative and responsibility
- Exceptional teamwork skills and ability to also work with minimal supervision
- Good organisational and time management skills
- Advanced computer and administration skills

KEY TASKS:

To undertake the three-year internal project - 'Rebuilding Post Pandemic Project'. SEE BELOW.

Other, ongoing tasks.

- To be responsible for the day to day community development activities, programs, and projects of the Centre.
- Ensure that access and equity is reflected in all the Centre programs and activities.
- Support off site outreach programs offered by the Centre.
- Excellent communication skills both verbal and written and good computer knowledge.
- Liaise with staff and Manager and oversee Community Development program delivery.
- Locate sources of funding and prepare relevant submissions.
- Initiate plan and develop new programs and projects.
- Ensure relevant policies and documentation are maintained and updated.
- Ensure all Occupational Health and Safety requirements are met.
- Networking and liaison with other local organisations and agencies.
- Promotion of the Centre and its activities.
- Oversight of 'Calendar of Events' initiatives.
- Social media, website, etc.
- Oversight of volunteers.
- Newsletter editor.
- Other duties as required.

The Successful Applicant will have

Essential

- At least 5 years experience in similar roles
- At least 2 years experience in senior/lead positions
- Tertiary qualifications in a relevant field such as Community Development, Community Engagement, Social Work, Project Management, Education, Training, etc.

‘Rebuilding Post Pandemic Project’ (2021/23)

Initiatives will include –

- Re starting Wednesday walking group and introduce same on another day.
- Re starting Pop Up Café on a Wednesday and we sponsor another day as well.
- Re introduce Community Lunches and BBQs and increase from once a month to once a fortnight. Prepare, clean up, etc.
- Re introduce Wednesday community morning tea. Prepare, clean up, etc. and introduce same on another day.
- Re introduce ‘Grow, Cook, Create and Tell’ initiative. Include recycling, health, environment and IT support.
- Rebuild and promote waste, recycling, repurposing initiatives.
- Rebuild recycling initiatives.
- Rebuild Book Swap, Seed Bank, Produce Exchange, CD / DVD Swap, etc.
- Explore and plan more PD for staff.
- Manage garden beds at both venues
- Supervise ‘Neighbourhood Connect program’. (Costing us \$5k).
- Supervise ‘Rebuilding our Centre’ project under HBCC. (We get \$2.5k).
- Organise visitors to centre and excursions for students and Centre users.
- Organise events and activities for Calendar of Event themes.
- EAL students reading to children in childcare reintroduced.
- Other projects and initiatives as required.
- Write brief stories for Newsletter once a month.
- Make fliers up for event to post on website, Facebook, notice boards, etc.
- Work with other Community centres in joint initiatives.

- Continuous applying, tendering, submissions, etc for projects and programs. At least four to five per annum. To ensure position sustainability into the future.
- Managing and running projects, programs, initiatives, etc.
- Acquittal of projects / programs.
- Promotion, marketing, advertising, communications, etc.
- Oversight of 'Calendar of events' initiatives and other projects.
- Other duties as required.