

**Jordan River Service Inc**

**Position Description**

**Coordinator**

**Bridgewater Community Centre**

**POSITION:** Coordinator

**REPORTS TO:** Jordan River Service Inc Manager

**HOURS:** 38 hours per week Monday to Friday – full-time

**CLASSIFICATION:** SCHCADS LEVEL 6 PAYPOINT 1 \$44.34 per hour (salary packaging is also available)

**POSITION CONTEXT:**

**PURPOSE AND FUNCTION:**

**Location**

The position serves the Brighton Municipality and is based at the Bridgewater Community Centre 6 Bowden Drive

**Responsibility**

The Coordinator will be responsible for the day to day running of the programme under the broad direction of the Manager, but with a high level of personal initiative.

The Manager is based at the Gagebrook Community Centre and is available by telephone, email and sometimes in person.

The work will be governed by a broad policy and procedure framework as well as the Strategic Framework for the Neighbourhood House programme.

**General**

The purpose of neighbourhood houses in Tasmania is to work as community operated organisations building community capacity in socially isolated and disadvantaged local areas or neighbourhoods.

Neighbourhood Houses must consult and respond to the specific needs of their communities within their own resources and in partnership with other government and non-government agencies and organisations.

## **Coordinator's Primary Tasks**

The Coordinator works under the broad direction of the Board of Management with supervision by the Manager.

### **Community Development**

- Foster relationships that encourage tolerance, respect and understanding and develop harmony throughout the community and the Bridgewater Community Centre
- Implementation of a broad range of consultation strategies to ensure the relevance of the centre's programmes and activities
- In partnership with Gagebrook Community Centre Coordinator and Manager, plan and implement a diverse range of activities, services, events and programmes in response to local needs
- Encourage people's participation in the centre, the Jordan River Service Inc and their community
- Exercise high level inter-personal skills
- Provide specific support to the Needle and Syringe Programme

### **Staff and Volunteer Management**

- Participate in staff meetings and staff development workshops and undertake performance reviews
- In partnership with staff and volunteers, create a cohesive, mutually supportive working environment
- Recruit, train, support and coordinate volunteers
- Undertake volunteer, Work for the Dole and staff inductions as required
- Provide supervision and mentoring to staff and volunteers

### **Governance**

- Prepare regular written reports for Manager and Board of Management
- Attend Board of Management meetings
- Undertake Outcomes Reporting to be submitted to Department of Communities
- Provide an Annual Report to the Annual General Meeting
- Provide reports to other funding bodies as required
- Assist in developing and reviewing the JRS Strategic Plan
- With Manager and Gagebrook Community Centre Coordinator, monitor and update SPP (Standards and Performance Pathways)

- Ensure the centre complies with all relevant standards and legislative requirements, including Workplace Safety

### **Coordination, Planning and Service Delivery**

- Implement and adhere to the JRS Strategic Plan
- Provide information, referral, advocacy and/or involve, where appropriate, other individuals, services and agencies to assist individual clients and the centre in its activities
- Be responsible for coordinating, developing, implementing and evaluating programmes, services and decisions
- Manage the day-to-day operations of the centre
- Collect and keep information and statistics on operations
- Ensure programmes operating from the Centre run effectively and within the JRS policies and procedures

### **Administration**

- Be responsible for the development and implementation of administration and information systems, including ensuring all necessary administrative tasks are undertaken, such as correspondence, newsletters, room set up etc
- Adhere to funding agreements
- Ensure the centre runs effectively and efficiently on a day-to-day basis including
  - Arranging regular cleaning and maintenance
  - Organise equipment repairs and replacements as needed
  - Arrange room hire and bookings
  - Liaise with Gagebrook Community Centre Coordinator to purchase materials, resources and consumables

### **Financial**

- Work within and monitor the Centre's budget and financial procedures
- Provide financial information and necessary financial documents to the Treasurer and Book-keeper
- Work within and monitor external funding programme budgets

### **Networking and Promotion**

- Promote the vision of the Jordan River Service Inc and ensure adequate promotion and marketing of its events and activities to the community

- Actively network with other agencies and services encouraging collaboration and partnerships
- Represent and participate at meetings, workshops, community events, conferences, as required
- Liaise with Gagebrook Community Centre Coordinator to develop and distribute promotional material and documentation

### **Funding and Resources**

- Identify and pursue alternative and additional funding/sponsorship opportunities, where necessary
- Prepare and develop grant applications in partnership with the Manager
- Monitor and report on programmes and activities

### **Other**

- Other duties relevant to the position as directed

## SELECTION CRITERIA

Address the selection criteria by describing relevant personal and professional skills and abilities; qualifications, training and competencies; past achievements; and potential for development. Use the position duties to assist addressing the selection criteria.

- Knowledge and understanding of the community development approach of neighbourhood houses
- Willingness to support and increase knowledge of the Needle and Syringe Programme
- Experience in exercising managerial and administrative coordination and oversight
- Sound understanding of and experience in managing and working well with staff
- Well-developed written and verbal communication skills
- High level interpersonal skills and the ability to interact with people from all walks of life
- Ability to exercise discretion and respect privacy and confidentiality
- Willingness to work with and take direction from a volunteer Board of Management
- An ability to work both independently and as part of a team to meet deadlines
- Well-developed computer skills, including the use of Microsoft Suite programmes

## ESSENTIAL REQUIREMENTS

- Driver's license
- Working with Vulnerable People
- Police Check

## PREFERRED REQUIREMENTS

- Diploma of Community Services or equivalent qualification, or substantial equivalent relevant experience
- Well-developed managerial, administrative and people skills

## PRE-EMPLOYMENT CHECK

Before a person is employed in this position, they must hold a current Working with Vulnerable People registration and complete a National Police Check to the satisfaction of the Jordan River Service Inc.

## WORK ENVIRONMENT

Employees must comply with the House code of conduct and all policies and procedures

Please send application to Helen Manser (Manager)

Postal address PO Box 120 Bridgewater 7030

Or email [Helen.Manser@jrsinc.org.au](mailto:Helen.Manser@jrsinc.org.au)

**Applications close Friday 14<sup>th</sup> August 2020**