



# Geelong West Neighbourhood House

*Celebrating Diversity, Building Community*

## Geelong West Neighbourhood House Coordinator

### POSITION DESCRIPTION

Geelong West Neighbourhood House Inc. (GWNH) at 89 Autumn St Geelong West is an incorporated association governed by a Committee of Management.

The Geelong West Neighbourhood House is committed to the Neighbourhood House sector community development principles of:

- Community Participation
- Community Ownership
- Empowerment
- Lifelong Learning
- Inclusion
- Access and Equity
- Social Action
- Advocacy
- Networking
- Self Help

### POSITION DETAILS:

<b>Position title:</b>	Coordinator
<b>Reports to:</b>	Geelong West Neighbourhood House Committee of Management
<b>Supervises:</b>	Tutors, staff and volunteers
<b>Hours:</b>	25 hours as negotiated
<b>Classification:</b>	NHACE Collective Agreement 2018
<b>Conditions:</b>	As per Collective Agreement determining working conditions of staff in Victorian Neighbourhood Houses. A satisfactory Police Check and Working with Children Check is a mandatory requirement for this position.

### THE ROLE OF THE COORDINATOR:

The Coordinator is responsible to the Committee of Management for the operation, management and development of the GWNH and for ensuring the GWNH is operated in accordance with the Committee of Managements policy decisions and the service agreements with funding bodies. This position requires a fundamental understanding of the role of community organisations; proven organisational ability with experience in managing a community organisation; a command of community development principles and skills, an ability to develop and communicate policy and to advocate for the local community.



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## KEY OBJECTIVES:

- To implement the strategic goals and objectives of the organisation;
- In conjunction with the Chair, enable the Committee of Management to fulfill its governance function; and,
- Give direction and leadership toward the achievement of the organisation's philosophy, mission, strategy, and annual goals and objectives.

## KEY DELIVERABLES:

- Provide oversight and direction to facility employees (including volunteers) to ensure smooth operation of programs and services;
- Provide professional advice to Committee of Management in regards to funding and service agreement obligations with Department of Health and Human Services (DHHS) and other funding bodies;
- Provide oversight and direction of services, programs and new initiatives;
- Develop funding submissions to support new initiatives;
- Support the implementation of community engagement and consultation strategies to ensure GWNH remains aware of and responsive to local community needs;
- Guide the development of new partnerships and manage existing relationships with community service organisations, local and state governments, schools and businesses to ensure key objectives are met in a collaborative manner and ensure the interests of GWNH are clearly articulated; and,
- Attend relevant community and Barwon Network meetings where required.
- Support the ongoing development and review of organizational and governance policies and procedures.

## KEY PERFORMANCE INDICATORS

- **Committee of Management Administration and Support** -- Supports operations and administration of Committee of Management and interfacing between Committee of Management and staff;
- **Program, Product and Service Delivery** -- Oversee development, marketing, promotion, delivery and quality of programs and services;
- **Human Resource Management** -- Effectively manage the human resources of the organisation according to authorised personnel policies and procedures; and
- **Community and Public Relations** -- Assure the organisation and its mission, programs, and services are consistently presented in a positive manner.



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## **KEY SELECTION CRITERIA:**

The applicant must demonstrate:

- the ability to implement the strategic goals and objectives of an organisation;
- an understanding of Committee of Management governance functions and the capacity to work effectively with a volunteer based Committee of Management;
- high level administrative, organisational and negotiation skills;
- command of community development principles and practice, preferably in a Neighbourhood House setting;
- the ability to represent, and advocate for the organisation and the community in a highly professional manner;
- the ability to relate well to people from a variety of backgrounds including those from culturally and linguistically diverse backgrounds, people with a disability, those on low income or unemployed, and elderly people;
- the ability to identify community needs and to plan, develop, monitor and evaluate high quality programs to meet those needs;
- relevant tertiary qualifications and/or experience in the community sector, preferably in a Neighbourhood House; and,
- highly developed written and oral communication and computer skills with proficiency in Word, email and the Internet as a minimum.

## **Required:**

- Drivers licence and car
- Victorian Police Check and current Working with Children check

For further information, please contact Pam Virgona at [pam.virgona@gwnh.org.au](mailto:pam.virgona@gwnh.org.au)

**Applications close end of business 6<sup>th</sup> Feb, 2019 and must include referees and responses to the key selection criteria.**

**Submit applications via email to [pam.virgona@gwnh.org.au](mailto:pam.virgona@gwnh.org.au)**

Successful applicants will be notified for interview.