



POSITION:	Coordinator Community Development
STATUS:	Permanent
AWARD & CLASSIFICATION:	Social, Community, Home Care and Disability Services Award Social and Community employee Level 5 Salary Packaging in accordance with Public Benevolent Institutions applies.
PRIMARY LOCATION:	Warrnambool, Hamilton, Portland
REPORTS TO:	Manager Community Services and Development
DIRECT REPORTS:	Up to 3
RISK ASSESSED CATEGORY:	Tier 2 – Frequent Contact

ORGANISATIONAL CONTEXT

Mpower is a well-established, successful, accredited not-for-profit community-based organisation servicing South West Victoria. Established in 1975, the operation of Mpower has grown from a small voluntary service to an accredited agency employing more than 95 staff, providing a range of clinical and support services to over 1200 families regionally. Vast growth over the last five years, including the introductions of the National Disability Insurance Scheme (NDIS) and expansion of community sector services has allowed Mpower to develop responsive and complimentary services in our local community.

Since 2019 Mpower has auspices and overseen the delivery of Carer Connect Network and Elder Abuse Prevention strategic objective in Victoria's South West Sub Hub. The partnership has afforded a collaboration of resources and expertise to ensure that projects in around this subject matter are informed and promoted.

RESPECT

EMPOWERMENT

QUALITY

CONTINUOUS LEARNING

PRIMARY OBJECTIVES

This position is responsive to building the capacity of our community to provide an inclusive environment so that people with disability and vulnerable families can participate and thrive in our community. The Coordinator will build on established networks whilst developing new partnerships and identifying and seeking resources to further this aim through grants and community programs. The position facilitates the actions of the Carer Connect Network inclusive of the Project *Everybody's Business Elder Abuse Prevention Work Plan* and ensures reporting and operational objectives are met. Functioning within the Network framework key accountabilities include network coordination, community and agency liaison, information sharing, and group facilitation and education. With a focus on engagement and awareness another key facet is community engagement and ensuring that key messaging reaches the community.

KEY ACCOUNTABILITIES

KEY AREA	MAJOR ACTIVITIES	PERFORMANCE INDICATORS
<p>Program Delivery</p>	<ul style="list-style-type: none"> • Seek partnerships, resources and grants to implement and lead community capacity building opportunities. • Manage grant applications and successful grant programs. • Facilitate and support the implementation of actions identified in the Network Work Plans • Promote screening, referral tools and online training to service providers • Develop and maintain communication strategies to ensure efficient and effective pathways exist for current and future stakeholders • Oversee the planning, develop and facilitate responsive partnership and community action on elder abuse as outlines in the Elder Abuse Prevention outcomes framework • Engage responsive activities that promote awareness with and to local Aboriginal communities • Provide verbal and written reports and data on progress towards achievement of goals across all areas of responsibility. • Ensure project expenditure and income is within budget and advise report on any anticipated variations to the approved budget 	<ul style="list-style-type: none"> • Partnerships developed and grant applications completed • Tasks adhere to relevant compliance and regulatory obligations within current Activity Work Plan • Achieve results by building open, collaborative, and supportive relationships at all levels of the community and demonstrated by engagement, attendance and support • Accurate and relevant project reporting in completed in line with deadlines internally, to stakeholders and funders • Input into the budget reviews as requested by the Governance Group is timely • Project controls are established in consultation with manager, and monitored to deliver projects within quality, time and cost constraints • Project issues and risks are identified, recorded, assessed, and monitored in a prioritised and timely manner • Complete specific tasks allocated

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	<ul style="list-style-type: none"> • Complete tasks as directed by Manager relevant to scope of position, experience and position classification 	
Community Engagement and Partnerships	<ul style="list-style-type: none"> • Facilitate external partnerships with stakeholders, community, government and grants programs to identify opportunities for community development and capacity building. • Collaboration with other internal programs, services, stakeholders, relevant professionals to promote best outcomes and meet client and community needs and gaps in service • Draw on the specialist expertise and capitalise on the knowledge and the skills of others within the Network and professional field • Participate in the Carer Connect General Committee as well as provide responsive contribution and action reflective of Everybody's Business Steering Group; • Work closely with stakeholders to review new or existing processes, technologies etc with the aim of identifying the barriers and potential solutions services 	<ul style="list-style-type: none"> • Partnerships created with external stakeholders to facilitate community development opportunities. • Collaborate effectively to ensure goals are achieved by providing input into decision making and problem solving • Achieve results by building open, collaborative, and supportive relationships at all levels of the community • Contribute effectively to the project team ensuring efforts are aligned toward achieving team goals • Implement the direction set by the Carer Connect General Committee Everybody's Business Steering Group; • Network with local, state and national service providers 's to advocate for carers.
Organisation Development and Teamwork	<ul style="list-style-type: none"> • Support and contribute to continuous quality improvement where appropriate and requested • Contribute to program development and ensure adherence to the relevant legislation, standards and internal policies and procedures • Demonstrate a responsibility for your own health and safety, and health and safety of others • Participate in staff engagement, professional development, and training in line with position and organisational objectives • Participate and complete Supervision, Reflective Practice and Annual Performance Appraisal in line with policies and procedure • Undertake and ensure currency of all mandatory training, certifications, and licences including specific compliance items for this position 	<ul style="list-style-type: none"> • Positive engagement and communication with colleagues to ensure a positive workplace culture • Training and development are undertaken as required • Tasks undertaken are underpinned by the strategic goals of the organisation • Positive and meaningful Supervision, Reflective Practice and Annual Performance Appraisal is completed with the Coordinator Carer Connect using the frameworks in place • Reporting of any OH&S or incident reports

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Stakeholder relationships	<p>Internal:</p> <ul style="list-style-type: none"> • Mpower Executive and Leadership Group • Finance • Carer Support Program employees • Any other employees as appropriate to role • <p>External:</p> <ul style="list-style-type: none"> • Carer Connect Network • Relevant government departments • Clients and carers • Referral service networks • Industry bodies and representatives 	<ul style="list-style-type: none"> • Demonstrated strong professional relationships with internal and external stakeholders • Demonstrated empathy and positive relationship with clients and carers • Good networking supports exist so as to be able to advance the Network. • Provide feedback to all key stakeholders, when relevant and requested, that foster a constructive and high-performance culture • Positive, collaborative, and effective partnerships with key stakeholders are established and maintained to ensure projects meets objectives • Timely, concise and accurate responses to stakeholder Inquiries

SKILLS AND BACKGROUND REQUIREMENTS

- Tertiary Qualifications in Welfare, Aged/Disability, Community Development or Project Management or extensive experience in community development
- Proven ability to maintain a focus on the overall objectives and the capacity to act on the tasks required to achieve outcomes.
- Demonstrated experience in the community development activities including interagency collaboration within the human services sector and across the broader community
- Demonstrated experience and ability to prepare clear and concise documentation that is appropriate for the purposes of project development. Budgeting and completion
- A working knowledge of respite and carer services in the South West region would be advantageous.

Compliance Requirements:

- Working with Children Check
- NDIS Worker Screening Clearance
- Compliance with applicable safety screening checks
- Required Immunisation status

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