

Position Description

Title	Alliance Project Coordinator
Business unit	Children, Youth and Families
Location	51 Princes Highway, Dandenong
Employment type	Part time (60.8 hours per fortnight) Maximum term until 30 June 2023
Reports to	Senior Manager, Child and Family Services

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

Program Information

The Southern Melbourne Child and Family Alliance is funded by the Department of Families, Fairness and Housing (DFFH) and is made up of senior representation from partner agencies that deliver Family Services and Family Preservation and Reunification programs in the City of Greater Dandenong, City of Casey and Shire of Cardinia area.

The Alliance is divided into a Governance and Operational structure.

The Governance Group provides leadership and strategic direction, including for the development, implementation and monitoring of the strategic plan and action plan, oversees broader operational policies, and fosters effective Alliance relations.

The Operations groups provide oversight and coordination of service delivery for each program – Family Services, and the Family Preservation and Reunification Response – and have a key role in the implementation of the strategic plan initiatives and actions at an operational level. The Operations group is also responsible for raising emerging or ongoing issues impacting service delivery.

The Alliance Project Coordinator works in collaboration with the Governance and Operations Groups, as well as key external networks and partnerships, to develop and implement a long-term Strategic Plan and financial year Action Plan. The Alliance Project Coordinator is the identified liaison between

Position Description

Alliance Project Coordinator

Governance and Operations Groups and is responsible for fostering collaborative relationships between all partners to progress initiatives via the Action Plan.

Position

The Alliance Project Coordinator works in association with both the Governance and Operational Groups and has the following key tasks:

- Drive progress and initiatives identified in the Alliance Action plan and provide progress reports according to DFFH timelines
 - Ensure relationships with Alliance member agencies are collaborative and facilitative
 - Liaise with and between senior managers/operational managers in Alliance agencies
 - Maintain and develop relationships with external networks and partnerships to enable cross-sector collaboration
 - Supervise and provide ongoing support to the Alliance Program Administrator
-

2. Scope

Budget: nil

People: Alliance Program Administrator

3. Relationships

Internal

- Senior Manager – Child and Family Services
- Alliance Program Administrator

External

- Alliance Governance Group
 - Alliance Operations Group
 - Department of Families, Fairness and Housing
 - Key networks and partnerships across the Southern Melbourne area
-

4. Key responsibility areas

Service delivery

- Provide facilitation and support to the Southern Melbourne Child and Family Alliance to progress tasks and projects
- Take a leading role in the implementation and review of the Strategic Plan and Action Plan as specified by the DFFH through consultation with Alliance partners and relevant stakeholders
- Utilise relevant data sets to collate, present and provide some analysis to inform action planning
- Establish and maintain effective communication processes within and on behalf of the Alliance, including acting as the key Alliance contact person for DFFH outside the Alliance meeting structure
- Act as the main conduit between services, sectors, individuals, and organisations involved in the projects and as a spokesperson for the Alliance as required
- Maintain and build relationships with key networks and partnerships for the purpose of collaboration, particularly towards achieving shared outcomes
- Participate in local and state-wide sector specific networks
- Participate in the development of broader sector policy and advocacy activities
- Ensure all administrative and reporting requirements of the program are completed and submitted to the relevant organisations within the appropriate timeframe

Position Description

Alliance Project Coordinator

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us
- Ensure appropriate use of resources
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace
- Identify opportunities to integrate and work collaboratively across teams
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required)
- Promote a positive safety culture by contributing to health and safety consultation and communication
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- Stakeholder management both internal and external
- Teamwork
- Participation in the performance review and development planning process

6. Person specification

Qualifications

- Current Driver's License
- A satisfactory Police Check and Working With Children Check

Experience

- Minimum 1 year demonstrated relevant knowledge and experience in community development, social services, early years child and family welfare or equivalent
- Experience in the design, implementation and evaluation of service co-ordination improvement projects
- Substantial project management experience with strong analytical skills
- Comprehensive understanding of the Children and Family Services Sector, including Child Protection, the requirements of the Children, Youth and Families Act 2005 and the strategic framework and standards for Family Services 2006
- Understanding of the requirements of the development, implementation and evaluation in child and family welfare partnership models
- Proven experience and demonstrated ability in supporting collaborative effort within and across community based and government organisations
- Demonstrated strong research skills including highly developed report writing skills

Position Description

Alliance Project Coordinator

- Demonstrated ability to set priorities, meet deadlines, work with minimal supervision and under pressure
- Ability to problem solve and effectively give and receive feedback
- Strong literacy skills, proficiency in use of computer, with ability to learn relevant systems

Core selection criteria

- Values alignment: ability to demonstrate and authentically promote Uniting's values
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect
- Ability and willingness to travel to all Alliance sites throughout City of Casey, Cardinia Shire and City of Greater Dandenong
- Demonstrated high level communication, interpersonal, facilitation and presentation skills
- Demonstrated ability to provide high levels of service and set expectations of high levels of service within the team environment
- Demonstrated strategic planning approach
- Proven capacity to achieve timelines
- Solid Microsoft/Database and IT skills
- Personal Attributes:
 - Verbal ability: Open, honest, articulate and flexible approach to communication – written and verbal. The ability to actively listen.
 - Interpersonal focus: Strong interest in people and respect for others. The ability to suspend judgement.
 - Cooperative: Demonstrates team behaviours striving for co-operative and professional relationships.
 - Conscientious: Responsible, dependable, organised and persistent.
 - Open to experience: High level self-awareness, with the ability to admit mistakes, as an opportunity for reflection, learning and development.
 - Professionalism: Professional, confident, focused and clear about purpose and able to set appropriate personal boundaries

Other requirements

- Legal eligibility to work in Australia
- Compliance and understanding/familiarity with organisational policies, procedures relevant legislation (Quality management system, Equal Opportunity, Health and Safety)
- An ability to work flexible hours, if required

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking. It is a condition of employment that all eligible workforce receive the COVID-19 vaccination and supporting evidence may be requested in order to perform duties at any of Uniting's workplaces.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.
