



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Project Coordinator, The SEED Project
<b>DIVISION</b>	Community Programs
<b>DEPARTMENT</b>	Work, Economic Security and Social Inclusion (WESSI)
<b>REPORTS TO</b>	SEED Project Manager

### ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation. Our staff are committed to providing our clients with a quality experience that is Safe, Effective, Connected and Personal, these are our Quality Goals of service.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

The Brotherhood's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Inclusive services and communities for everyone
- Thriving and resilient children and young people
- Economic security for all
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

## **DIVISION AND DEPARTMENT PURPOSE**

**Community Programs** is one of seven divisions at the Brotherhood of St Laurence and exists to engage with individuals and communities, empowering them and building their capacity through providing services, advocacy and community regeneration.

**The Work, Economic Security and Social Inclusion (WESSI)** department sits within this division with a specific focus on maximising people's employment readiness and supporting access to the labour market, financial capacity building, and fostering a sense of social and community inclusion. The department also works to gather data and evidence to inform policy and advocate for appropriate and innovative responses to better meet the needs of vulnerable job seekers and learners.

## **THE SEED PROJECT**

The SEED Project will demonstrate how a collaborative, innovative approach can work to challenge the systemic and structural barriers that undermine women's financial wellbeing and economic security. Based in Seymour (Victoria), it will demonstrate how working at a local to national level can disrupt narratives of disadvantage and create opportunities for individuals, families and communities. Project insights will be utilised to inform policy, advocacy systemic reform and future practice approaches.

## **POSITION PURPOSE**

The Project Coordinator will engage with women, the community, stakeholders and the service system to further develop the practice component of the project in Seymour. The position will work closely with the broader WESSI and Research and Policy Centre, Work and Economic Security teams and The SEED Project staff, project partners and stakeholders.

This multi-faceted role will align practice with the Brotherhood's existing approaches and frameworks on financial inclusion and economic security. It will include, but is not limited to, engaging with local women; working with individuals and groups; coordinating and facilitating workshops and events; supporting project co-design activities; leading engagement and networking with stakeholders; project documentation and administration support; and building awareness of The SEED Project in Seymour. It will also contribute to the research, policy and advocacy efforts of the project through strengthening connections of the broader project in Seymour and contributing learnings and opportunities, and through participation in advocacy.

## **KEY RESPONSIBILITIES AND DUTIES**

- Build engagement with women in Seymour in The SEED Project
- Develop and coordinate the SEED project activities including facilitating workshops, and events
- Support women to address their barriers to employment by assisting or referring to other supports where required to assist in pathways to employment
- Support the development and management of a co-design group and contribute to codesign activities with women for the ongoing development of the project

- Manage existing and develop new stakeholder relationships in Seymour including through networking, coordination of meetings, workshops and events
- Provide individual support and referrals for women engaged in the project as required
- Recruit, train, induct and manage volunteers as needed
- Contribute to advocacy activities, including supporting the participation of women in advocacy efforts
- Contribute to shared project efforts including through project documentation, project monitoring and evaluation, data collection, reporting and project administration
- Work collaboratively across The SEED Project, WESSI and WES teams to achieve common goals
- Other duties as required

### **Teamwork and Accountability**

- Demonstrate a commitment to the Brotherhood's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with the Program Manager, set goals and objectives to ensure outcomes are met
- Model the Brotherhood values and adhere to the Code of Ethical Behaviour in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures
- Adhere to all Brotherhood of St Laurence policies and procedures and follow all relevant Commonwealth and State/Territory legislations in carrying out duties.

### **Multi-Skilling**

- The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent's competence and training as directed by the manager.
- Willingness to be Financial Inclusion's Health, Safety & Environment (HSE) Representative, which includes training, paid for by BSL.
- If needed, supervise an administration volunteer to assist in administrative tasks.

The position is an outline and guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur, and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

### **KEY SELECTION CRITERIA**

#### **Essential:**

- Relevant tertiary qualifications or equivalent experience in community development, social work, employment, financial inclusion or a related field
- Relevant experience in stakeholder and community engagement
- Relevant experience in facilitating community, and events

- Relevant experience engaging with people from diverse backgrounds including those who experience disadvantage
- It will be advantageous to have experience in one or more of the following areas: teaching or training, recruitment, marketing, customer service, case management and/or tailored support programs
- Well-developed interpersonal and communication skills with demonstrated ability to build effective, collaborative relationships
- Strong organisational skills with the proven ability to plan workload, prioritise and meet deadlines, work autonomously and the ability to be flexible and adaptable
- Understanding of and empathy with the values and ideals of the Brotherhood

**Desirable:**

- Existing connections with women, community and services in Seymour
- Knowledge and/or experience in financial inclusion and economic security
- Knowledge and/ or experience in working with participatory and co-design approaches
- Demonstrated experience, understanding and commitment to working towards a systemic change agenda

**MANDATORY EMPLOYMENT CRITERIA**

- Based in Seymour, this position may require occasional travel between the Brotherhood's head office in Fitzroy and Seymour
- Victorian Driver's License and access to a vehicle
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process.