

COORDINATOR PARENTZONE HUB SOUTHERN METROPOLITAN REGION

At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults. Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

So come and join us at Anglicare Victoria where there is a rewarding career ready for you in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.



Position details

Position	ParentZone Hub Coordinator
Program	School-based Family Services
Hours	Full Time
Hours per week	38
Duration	Ongoing
Fixed term end date	Not applicable
Location	ParentZone Hub at Pakenham Hills Primary School
Reporting Relationship	School-based Family Services Team Leader - Southern region
Effective date	September 2021

Overview of program

The ParentZone Hub at Pakenham Hills Primary School is a partnership between Anglicare Victoria, Cardinia Shire Council and Pakenham Hills Primary School (PHPS) to provide an integrated multi-agency community hub for parents, children and the broader community located on school grounds.

The ParentZone Hub serves as a gateway that connects local families and the PHPS community with parenting, universal and secondary services located both within and outside the Hub. The Hub Coordinator oversees this “one stop shop” for parents and families within Cardinia Shire and the Pakenham Hills community, including partnering with co-locating services, overseeing venue hire and managing the day to day operations, along with a developing group of local volunteers.

The Centre Coordinator will represent and reflect the Anglicare Victoria vision at a local and regional level.

Position Objectives


1.	To provide leadership, direction and day to day management of the ParentZone Hub, creating a vibrant and welcoming space that responds to the needs of parents and children in the Pakenham Hills community.
2.	Attract a range of co-located services and activities that promote parent engagement and provides links to the secondary service system.
3.	Engage parents and volunteers in the centre, creating a sense of pride and ownership in the local school.
4.	Increase the visibility of the centre within the broader community to encourage participation with a value on inclusion and diversity.
5.	Ensure the centre integrates well into the Pakenham Hills Primary School community and responds to the needs of all stakeholders.
6.	Support the provision of community development programs and activities that lead to community strengthening outcomes and address local priorities and needs.

Key responsibilities

The key responsibilities are as follows but are not limited to:

1.	Manage and be accountable for ensuring the smooth day to day operations and functioning of the ParentZone Hub.
2.	Work with local families, the school, Cardinia Shire and partner agencies to co-design services that respond to community needs
3.	Establish strong partnerships and engage volunteers, to promote a variety of programs and co-located services being regularly delivered on-site
4.	Undertake and coordinate appropriate and timely marketing of all programs and activities to promote the ParentZone Hub as a friendly, supportive and accessible space for parents and families.
5.	Be the welcoming face of the Hub, respond to parent drop-ins and enquiries, manage facility hiring and room bookings and provide onsite leadership, support and guidance to staff, volunteers and other service providers to create a positive team environment
6.	Support and facilitate the provision of local programs and activities that engage parents, respond to their needs and build a sense of pride and ownership.
7.	Prepare an annual strategic plan for the centre, complete monthly reports, collect and collate data as relevant to produce a quarterly update to partners.

Key Selection Criteria

 <p>Role Specific</p>	<p>1. A relevant tertiary qualification in administration, business or project management or less formal qualifications with specialised skills sufficient to perform at this level. Experience in the community sector will be highly regarded.</p>
	<p>2. Demonstrated experience and ability to liaise, negotiate and develop partnerships with key stakeholders, partners, volunteers and community groups.</p>
	<p>3. Strong interpersonal skills and an ability to engage with a wide variety of people from diverse backgrounds, including professionals and community members.</p>
	<p>4. Demonstrated ability to work both individually and within a team to create a positive workplace culture.</p>
	<p>5. Demonstrated experience in project co-ordination and the ability to lead an innovative initiative.</p>

Occupational health & safety (OHS)

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

- take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company's OHS policies and procedures
- take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others
- cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace
- report all injuries, illness or 'near misses' to their Supervisor or Manager
- participate in relevant health and safety training based on roles and responsibilities
- as required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems

Cultural Safety in the Workplace

Anglicare Victoria recognises the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria's commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

Conditions of employment

- An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
- All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.
- All offers of employment are subject to a satisfactory Criminal History Check, a current Driver's License and an Employment Working with Children Check prior to commencement.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
