

Mission Australia

About us:	<p>Mission Australia is a national Christian charity that has been standing alongside Australians in need since 1859. Our vision is for an Australia where all of us have a safe home and can thrive.</p> <p>We deliver homelessness crisis and prevention services, provide social and affordable housing, assist struggling families and children, address mental health issues, fight substance dependencies, support people with disability and much more.</p> <p>Given the right support, we believe everyone can reach their full potential. That's why we stand together with Australians in need, for as long as they need us.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration
Goal:	End homelessness and ensure people and communities in need can thrive.

Position details:

Position Title:	Communities of Focus Project Officer
Executive Function:	Community Services
Award/Agreement:	Service Delivery Enterprise Agreement
Classification:	Practice and Project Employee (Casual)
Level:	Level 2
Business Unit/Program:	Community Services
Reports to:	Regional Leader
Position purpose:	<p>Responsible for leading, managing the scoping phase of the Community of Focus program for the Meekatharra and Maddington (Gosnells) Communities. The Project Officer is accountable for the overall development of the project and reporting on progress and outcomes. The project will determine:</p> <ul style="list-style-type: none">• Whether Meekatharra and Maddington are viable options for CoF• If the time is right, the current desire within the community for change• Whether Mission Australia is the right organisation to lead the initiative

- What type of implementation approach, governance and partnerships would be suitable for each location and the likely resourcing required?

Communities of Focus is a key initiative in the Mission Australia 20-25 strategy. The Project Officer will be guided by a Mission Australia Project Working Group and will work in partnership with staff in Meekatharra and Maddington, the relevant community stakeholders and other key internal stakeholders to explore, design and develop options for implementation within the target communities, should the Community of Focus program be deemed viable. The Communities of Focus program is underpinned by a collective impact approach and as such it will be essential for the position to develop effective working relationships with a large number of key stakeholders.

Position requirements (What are the key activities for the role?)

Key Result Area 1	Program design and delivery
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Lead the Community of Focus scoping project in Meekatharra and Maddington to deliver agreed project requirements. • Work with Mission Australia Project Working Group, Program and Area Managers to lead and support staff to participate in the Communities of Focus project. • Design the Communities of Focus scoping plan in partnership with Mission Australia and community stakeholders. • Project management of the plan ensuring alignment of deliverables and effective communication. • Provide information updates on the project to the national Communities of Focus Working group and other key Mission Australia teams. • Liaise with other Communities of Focus sites to share learnings and develop good practice. • Work with the internal communication team to implement and continually update the project communication plan. 	<ul style="list-style-type: none"> • The project is designed and delivered in line with community and MA goals. • Staff and key stakeholders are supported to identify community strengths and challenges. • Staff and other stakeholders understand the deliverables of the project and expectations are appropriately managed. • There is evidence of effective collaboration with national MA teams and other Communities of Focus locations. • Mission Australia is able to determine whether the target communities are viable options for Communities of Focus initiatives in the longer term.

Key Result Area 2	Community development
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Regular and timely local engagement with community members, agencies and service providers to build relationships and collaboration. Undertake service system and community mapping across the communities and analyse trends and opportunities. Identify appropriate and effective governance mechanisms for each community. Facilitate community consultation activities ensuring people local people from diverse backgrounds can effectively engage. Co-design and co-develop a plan for the potential implementation of Communities of Focus with local stakeholders, identifying and addressing community goals. Co-design, implement and assess appropriate and effective community engagement strategies to inform the development of a report. 	<ul style="list-style-type: none"> Relationships with stakeholders in the community and with other providers are established and strengthened. The readiness for a Collective Impact approach is determined, with potential partners identified. Stakeholders feel supported to participate in the Strengthening Communities Project. There are effective governance and consultation mechanisms with diverse engagement There is evidence of local led innovation to identify options to address community goals
Key Result Area 3	Project Management and Performance
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Demonstrates leadership of the project team to ensure project deliverables are met. Holds project meetings as required and ensures all relevant internal and external stakeholders are aware of commitments and expectations. Applies skills, knowledge and experience within the cross-functional teams to creative thinking and problem solving in a collaborative multi-disciplinary manner. 	<ul style="list-style-type: none"> Timelines and deliverables are adhered to Team works together effectively, and direct reports are receiving development opportunities. Regular reporting to Project Management Group and Regional Leader. Areas for improvement are identified and managed. Regional Leader is kept informed project risk matters.
Key Result Area 4	Financial Management and Administration
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> All required administration such as project materials, reports and plans are completed accurately and in a timely manner. Provides timely and accurate progress reports plus a final project report on the program in each community to the Regional Leader and Project working group. 	<ul style="list-style-type: none"> All required reporting, documents and plans are completed within the required time frames. Feedback on risks, issues and opportunities is regular and useful. Works with Regional Leader and Project working group to ensure adherence to budgets and timelines.

<ul style="list-style-type: none"> • Provides timely feedback to the Project working Group on risks, issues and opportunities. • Financial administration including compliance with Project budgets and authorisation of expenditure. 	
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Note - The duties listed in this position description may not be all encompassing. Employees may be required to perform other reasonable duties as requested.

Work Health and Safety

Everyone is responsible for safety and must:

- Maintain a safe working environment for themselves and others in the workplace.
- Ensure required workplace health and safety actions are completed as required.
- Participate in learning and development programs about workplace health and safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries.

Purpose and values

- Actively support Mission Australia's [purpose and values](#)
- Positively and constructively represent our organisation to external contacts at all opportunities
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times
- Operate in line with Mission Australia policies and practices (e.g. Financial, HR, etc.)
- Look after the health, safety and welfare of self and others working in the business
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Contribute to an organisational culture that promotes Mission Australia's [commitment to the safety and wellbeing of all children and young people](#)
- Actively support Mission Australia's [Reconciliation Action Plan](#).

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Minimum Diploma qualification in community development, social work, human services or equivalent
- Minimum 5 years' experience in community development, human services, community services or equivalent
- Well-developed understanding of community development principles and implementation, preferably in an Australian context
- Well-developed project management skills, with the ability to deliver projects to agreed standards and within agreed time frames

- Excellent consultation skills and a proven ability to synthesise and analyse complex information from a range of sources
- Strong written communication skills and proven ability to communicate complex ideas clearly and effectively. Experience in effecting change through influencing others.
- Demonstrated ability to work collaboratively with people with a range of specialist skills, different roles and perspectives
- Knowledge and experience working from a Collective Impact framework is preferable

Competencies

- Action oriented and takes accountability to achieve results in line with set timeframes
- Builds and maintains sustainable internal and external relationships
- Demonstrates courage in leadership to confront issues and risks, and escalates as appropriate in accordance with procedure
- Effective communication and active listening skills, demonstrating the ability to present information, decisions and reasoning confidently, clearly and concisely selecting the appropriate medium
- Demonstrated experience working and collaborating effectively with others, ensuring key stakeholders are involved, sharing information and ensuring people are kept informed of progress, changes and issues
- Ability to deal with ambiguity and complexity
- Demonstrated strong leadership skills with effective project management capabilities.
- Demonstrated ability to work collaboratively with people with a range of specialist skills, different roles and perspectives

Key challenges of the role

- Influencing others to achieve outcomes
- Working within a complex organisation with multiple organisations and internal stakeholders
- Dealing with ambiguity and complexity, and has the ability to work independently and in changing circumstances
- Building sustainable and rigorous relationships to leverage expertise and ensure constructive and comprehensive validation of service models.

Compliance checks required

Working with Children ☒

National Police Check ☒

Vulnerable People Check ☐

Driver's Licence ☒

Other (prescribe) ☐ _____

Approval

Linda Richardson

08 February 2021

Manager name

Approval date