

POSITION DESCRIPTION

POSITION TITLE	Saver Plus Coordinator
DIVISION	Financial Inclusion
DEPARTMENT	Financial Inclusion
REPORTS TO	Program Manager, Saver Plus

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

The **Community Programs** division is one of seven divisions at the Brotherhood of St Laurence (BSL) 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, financial capacity building, as well as fostering a sense of social and community inclusion.

POSITION PURPOSE

The Saver Plus Coordinator supports Saver Plus participants to establish a savings habit, build their financial knowledge and skills and save for the children's or their own education. In addition, this position works collaboratively with the Program Manager and ANZ to promote the program to the relevant community networks and support this partnership.

KEY RESPONSIBILITIES AND DUTIES

1. Teamwork and Accountability

- Work collaboratively within teams to achieve common goals
- 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 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.

2. Program Promotion

- Under direction of the Program Manager, implement comprehensive, evidence based promotional activities to build local community awareness of the Saver Plus program
- In conjunction with the Program Manager, regularly review promotional activities to develop new and maintain existing referral networks of local schools, community groups and other relevant organisations
- Promote the Saver Plus program to the referral network to assist with recruitment of participants and to ensure all are well informed about eligibility, application processes etc.
- In conjunction with the Program Manager, develop and maintain collaborative and productive relationships with ANZ branches in the region
- Conduct interviews with potential Saver Plus participants to assess their eligibility and capacity to develop savings goals
- Provide reports and information to Saver Plus National Office in a timely manner

3. Program Delivery and Support

- Assist participants with various activities including but not limited to developing a budget, setting a savings goal, obtaining their matched funding
- Deliver the Money Minded financial skills training program to groups of participants
- Support participants to make their agreed savings and work with any participants who may need additional support
- Refer participants to appropriate support services where necessary
- Update and maintain comprehensive and accurate case notes/ records in a timely manner maintaining confidentiality at all times
- Encourage participants to provide program feedback and where required work with program evaluators
- Adhere to relevant BSL policies and procedures at all times in the delivery of the program

4. Continual Improvement

- Assist the Program Manager with the implementation of the Saver Plus Quality Framework
- Work with Saver Plus National Office to implement continuous improvement initiatives in the site

5. 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.

ORGANISATIONAL RELATIONSHIPS

Internal Stakeholders	Saver Plus management and staff and other BSL programs
External Stakeholders	ANZ Staff, other Saver Plus partners, local schools and tertiary organisations and other community groups

KEY SELECTION CRITERIA

Essential

1. Demonstrated relevant experience working in a similar role, maintaining productive working relationships with local community networks
2. Demonstrated relevant experience in facilitating or delivering training to diverse audiences (individuals and groups)
3. Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
4. Well-developed interpersonal and communication skills with the ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds
5. Proven ability to work with limited direction and as an effective team member to achieve outcomes
6. Proven ability to work remotely and support stakeholders both virtually and digitally with a strong command of digital platforms, programs and practices
7. Understanding of the issues associated with social and financial exclusion in Australia and familiarity with programs which seek to address these
8. Good attention to detail as well as proven experience in maintaining accurate records in a timely manner
9. Understanding of and empathy with the values and ideals of the Brotherhood networks.

Desirable

- Demonstrated experience in or understanding of the Saver Plus Program
- Victorian driver's license

MANDATORY EMPLOYMENT CRITERIA

- The staff member will be required to use their personal vehicle occasionally and travel costs will be reimbursed
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- Working with Children Check is required for this position. The Brotherhood will facilitate this process
- Staff will be required to work some evenings and weekends
- All BSL staff are required to work on site on a regular basis. The Financial Inclusion office is located in Fitzroy, and flexible working from home arrangements can be made based on operational requirements.