

COMMUNITY DEVELOPMENT COORDINATOR POSITION DESCRIPTION

COMMUNITY SERVICES AND PARISH PARTNERSHIPS NORTH CENTRAL 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	Community Development Coordinator
Program	Community Services and Parish Partnerships
Classification	SCHADS Award Level 6 (Community Development) (Classification will be dependent on qualification and years of experience within the relevant field consistent with the SCHADS Award)
Hours	Part Time
Hours per week	Up to 30.4 hours per week
Duration	Fixed Term
Fixed term end date	30 June 2023
Location	Wangaratta
Reporting Relationship	This position reports directly to the Regional Director
Effective date	January 2022

Overview of program

Parish Partnerships is about the Diocese of Wangaratta and Anglicare Victoria working closely together with a shared responsibility to care for those in need. The work includes implementation of community development projects involving Anglicare Victoria, the Diocese of Wangaratta, parishes, and schools. It also includes the delivery of emergency relief, advocacy and promotion, and encouragement of a greater awareness of Anglicare Victoria.

Position Objectives

This section has the position objectives of the position. A maximum of four to six objectives is regarded as sufficient. Please delete rows that are not required.

1.	Develop relationships between the Anglican Diocese of Wangaratta, parishes, the community, government and non-government agencies, with Anglicare Victoria.
2.	Support and empower the Parishes in the Dioceses of Wangaratta to enable them to identify ways in which they can develop responses to community need.
3.	Develop and implement projects and programs using a community development approach in consultation with the Program Manager Community Services.
4.	Oversee volunteers involved in Anglicare activities in the Diocese of Wangaratta.

Key responsibilities

This section has the key responsibilities of the position. A maximum of seven responsibilities is regarded as sufficient. Please delete rows that are not required. Focus on the key responsibilities of the role and don't list every task and duty.

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

1.	Recruit and support volunteers to the various projects in the area.
2.	Work with parishes, agencies and local communities to maintain existing projects and implement and maintain new projects which address identified local needs.
3.	Identify funding opportunities and assist in the preparation of funding applications and allocations.
4.	Provide advice, reports and support for the program and projects within the scope of the role as required.
5.	Maintain the strong link between the Anglican schools within the Diocese of Wangaratta and Anglicare Victoria.
6.	Organise regional and Diocesan Anglicare events that raise awareness of social issues, parish partnerships and Anglicare Victoria.

Key Selection Criteria

The Key Selection Criteria is the basis upon which applicants will be assessed. Applicants will be assessed on the role specific requirements and the Anglicare Victoria Capability Framework. The hiring manager can develop up to a maximum of an additional four role specific criteria. The role specific requirements must be numbered and listed in order of importance, with role specific criteria number one being the mandatory qualification as indicated below. When determining the role specific criteria, consider Key Responsibilities and the Position Objectives sections. Please delete rows that are not required.

For KSC 1: Choose either:

A relevant tertiary qualification in administration, business, project management, planning and development, quality systems, human resource management at degree level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level.

OR


A relevant tertiary qualification in Social Work, Psychology, Early Childhood Specialist and/or related behavioural sciences at degree level with substantial experience; or associate diploma level with substantial experience in the relevant service stream, or less formal qualifications with specialised skills sufficient to perform at this level.

For KSC 2: For all direct service roles include: 'Resilience to work with and support clients who have been exposed to trauma'.

The Key Selection Criteria are based on role specific requirements **and** the Anglicare Victoria Capability Framework. Applicants are required to provide a written response to **both** a) and b).

a) Role specific requirements

Applicants are required to provide a written response to the role specific requirements. The five criteria are to be addressed individually (no more than 2 pages in total).

	1. A relevant tertiary qualification in Social Work, Psychology, Community Development, and/or related behavioural sciences at degree level with relevant experience in community development and volunteer management.
	2. Demonstrated ability to contribute to the development, implementation, monitoring and evaluation of projects to meet identified community needs.
	3. Experience effectively undertake administrative tasks associated with the maintenance of the Community Projects including the preparation of submissions, reports of financial documentation, evaluation of programmes etc.

4. Excellent written and oral communication skills, including the ability to liaise and negotiate with community groups, government and non- government organisations.

5. Sound understanding of the Anglican Church, its members and faith communities, along with an ability to build and maintain relationships with clergy and parishioners.

Key Selection Criteria (continued)

b) Anglicare Victoria Capability Framework

Applicants are required to provide a written response to the Anglicare Victoria Capability Framework. Applicants are to describe how they demonstrate the characteristics in each of the two capability groups; **Personal Qualities and Relationship and Outcomes** (no more than 1 page in total).

The Anglicare Victoria Capability Framework describes the capabilities required to meet the expectations of clients, colleagues and communities in today's changing environment.

These capabilities work together to provide an understanding of the knowledge, skills and abilities required of all employees.

Personal Qualities



Displays Resilience

Thrives in a changing environment. Handles ambiguity.

Maintains a positive attitude and continues to deliver exceptional results in the face of challenging situations.

Has a learning mindset

Shows drive and motivation and a commitment to learning. Strives for continual improvement by looking for ways to challenge and develop.

Brings an innovative approach, fresh thinking and curiosity to develop practical solutions.

Shows cultural awareness

Respects difference in all its forms.

Values diversity as a strength and positively utilises diversity.

Relationships and Outcomes



Puts clients first

Acts to make a real difference in their work.

Is passionate about providing exceptional service to clients, customers and end-users.

Works collaboratively

Collaborates with others and values their contribution. Skilled at building strong and authentic relationships.

Demonstrates technical and professional acumen

Creates distinctive value for clients and Anglicare Victoria by applying a range of technical and professional capabilities to deliver quality outcomes.

Leading People



Manages, coaches and develops people

Engages, motivates employees and volunteers to develop their capability and potential.

Inspires direction and purpose

Creates a positive and engaged team environment.

Communicates goals, priorities and vision and recognise achievements.

Leads change

Leads, supports, promotes and champions change, and assist others to engage with change.

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

- Salary and conditions are in accordance with the Social, Community, Home Care and Disability Services Industry Award (SCHADS) 2010. 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: _____