

COMMUNITY DEVELOPMENT COORDINATOR

PARISH PARTNERSHIPS

DIOCESE OF GIPPSLAND

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	Diocesan and Parish Partnerships
Classification	SCHADS Award Level 6 (Social Worker Class 3) (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	30
Duration	Ongoing
Location	Morwell, with travel across Gippsland
Reporting Relationship	This position reports directly to the Manager of Family Services
Effective date	January 2022

Overview of Program

The Parish Partnerships program involves members of the community, parishes, the Diocese of Gippsland and Anglicare Victoria working together to provide programs which meet important social needs. These programs include providing emergency relief, gift hampers, advocacy and general support for those in need and the lonely. Other programs are developed to address social needs according to regional plans and priorities and in consultation with the Anglicare Victoria Diocese of Gippsland Steering Committee.

Position Objectives

1.	Provide a responsive and supportive service to the Gippsland Community through a community development model in partnership with the Diocese and parishes.
2.	Work with parishes in the Anglican Diocese of Gippsland, by providing appropriate support and encouragement, to enable them to identify ways in which they can develop responses to community needs.
3.	Assist parishes to research and analyse community needs, including an assessment of the parish capacity to respond to those needs.
4.	Work with parishes to identify potential funding and provide support and encouragement to the parish as they develop funding applications.
5.	Develop local strategies to draw the interests of the Church, the Diocese and Anglicare Victoria's services together.

Key Responsibilities

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

1.	Community Development <ul style="list-style-type: none"> Institute a Diocesan wide community Development model to identify needs, capacity to deliver project briefing and development ongoing project management and evaluation processes. Work with parishes, schools Anglican agencies and chaplains at an individual level to facilitate, develop maintain and evaluate specific identified projects Advocate on behalf of service users in a manner that encourages community connectedness, independence and self-sufficiency in community members. Research and analyse the needs of local communities and assess the capacity of the local parish to support those needs.
2.	Parish Partnerships <ul style="list-style-type: none"> Develop strong relationships with clergy, staff and lay people at all levels of Diocesan life, and facilitate and lead seminars and gatherings which draw the church at all levels into conversation about its mission within the wider social justice arena Develop strong relationships with all Anglicare Victoria Staff and volunteers at all levels of the agency and facilitate and lead seminars and gatherings which draw the agency at all levels into conversation about its mission within the wider social justice arena. Initiate and source funding to sustain identified projects that build community connectedness.
3.	Anglicare Victoria Diocese of Gippsland <ul style="list-style-type: none"> Observe and work within the parameters of the MOU between the Diocese of Gippsland and Anglicare Victoria Develop local strategies to draw the interests of the church and Anglicare Victoria's existing services together
4.	Promotion <ul style="list-style-type: none"> Work flexible hours – contacts with some parish communities may take place at weekends and/or evenings. Sensitivity to issues of confidentiality, gender, cultural background, disability, age and sexuality in dealing with individuals.
5.	Develop and facilitate projects that include a wide variety of stake holders


6.	Proven interpersonal negotiation and advocacy skills
7.	Proficient in Microsoft Office applications.

Key Selection Criteria

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).

 Role Specific	1. A demonstrated understanding of the Anglican Church, its members and faith communities, and an ability to work within the context of Anglicare Victoria's Vision and Strategic Plan, and the Anglican ethos of the Diocese of Gippsland.
	2. Relevant tertiary qualification in community development, welfare, youth, recreation or related discipline and/or demonstrated experience in community development or working with parishes to assist people in need.
	3. Ability to effectively undertake administrative tasks associated with the development of parish projects
	4. Thorough understanding of Community Development theory and practice
	5. Excellent written and oral skills

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 are subject to a six month probationary period. Staff may 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.
- Please note that on Friday 7 October the Victorian Government's Chief Health Office issued COVID-19 Mandatory Vaccination (Workers) Directions As an Employer AV is required to comply with the terms of these Directions

AV employees are required to be fully vaccinated (First and second vaccination) by 26 November 2021 to work outside of their ordinary place of residence or have a medical exemption

Please be aware that in order to perform this role you will be required to adhere to the Directions issued by the Chief Health Officer and provide evidence of your vaccination status in order to perform the inherent requirements of this role.

Acceptance of Position Description requirements

To be signed upon appointment

Employee

Name:

Signature:

Date:
