**JOB DESCRIPTION**

**Church and Community Collaboration Coordinator**

# **ABOUT UNITING**

**Our purpose:** To inspire people, enliven communities and confront injustice.

**Our values:** As an organisation we are **Imaginative, Respectful, Compassionate** and **Bold**.

At Uniting, we believe in taking real steps to make the world a better place. We work to inspire people, enliven communities, and confront injustice. Our focus is always on the people we serve, no matter where they are at in their life.

Our services are in the areas of aged care, disability, child and family, community services, and chaplaincy and we get involved in social justice and advocacy issues that impact the people we serve. As an organisation we celebrate diversity and welcome all people regardless of disability, lifestyle choices, ethnicity, faith, sexual orientation, or gender identity. We commit to respecting children and take action to keep them safe.

Uniting is the services and advocacy arm of the Uniting Church NSW & ACT and as such Uniting leaders understand, support and can express the mission and purpose of the Uniting Church.

# **ABOUT THE ROLE**

# ABOUT YOU IN THE ROLE

As a staff member of Uniting you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

**Your classification:** G4

**Your directorate:**  Mission

**You’ll report to:** Church & Community Collaboration Lead

# YOUR KEY CAPABILITIES

**Community Engagement and Development**

* **Community Development Skills –** Proven ability to engage with diverse communities, understanding their needs, aspirations, and challenges, and integrating these insights into impactful missional activities.
* **Stakeholder Engagement -** Strong skills in building and maintaining relationships with a wide range of stakeholders, including community members, church leaders, and external partners.
* **Needs Assessment –** Proficient in conducting community needs assessments to identify gaps and opportunities, ensuring that initiatives are targeted and effective.
* **Cultural Competency -** Deep understanding of cultural diversity and the ability to engage respectfully and effectively with individuals from various cultural and religious backgrounds, ensuring inclusivity in all community development efforts.

**Communication and Facilitation**

* **Public Speaking and Presenting -** Excellent public speaking and presentation skills, with the ability to effectively communicate complex ideas and inspire diverse audiences.
* **Group Facilitation Skills -** Expertise in leading group discussions, workshops, and meetings, ensuring productive outcomes and fostering collaborative environments.
* **Training and Education Facilitation -** Ability to design and deliver training sessions that build the capacity of individuals and groups to contribute effectively to mission and community development goals.

**Relationship Building and Conflict Resolution**

* **Relationship Building –** Exceptional interpersonal skills, with the ability to establish trust, build strong connections, and foster long-term relationships across diverse groups.

**Conflict Mitigation -** Skilled in identifying, addressing, and resolving conflicts and competing interests, in a constructive manner, ensuring a harmonious and productive environment.

* **People Interaction -** Strong people skills, with a natural ability to engage with others, listen actively, and respond empathetically to their needs and concerns.

# YOUR QUALIFICATIONS & EXPERIENCE

**Qualifications:**

* Professional or tertiary qualifications in community development, social work, social science, or a related field, and/or minimum of 5 years of equivalent experience in related role.
* Australian Driver’s License (Car).
* Working With Children Check

**Experience:**

* Significant experience and working knowledge of community development practices, such as community organising, asset-based community development, and community engagement, particularly within a faith-based context or not-for-profit organisation
* Proven ability to work effectively in both metropolitan and regional settings
* Demonstrated experience in successfully facilitating discussions, workshops, presentations, and meetings
* Proven ability to be organized, systematic, and thorough, with strong attention to accuracy and detail, while effectively managing multiple projects and competing deadlines.

**Even better:**

* Knowledge of the Uniting Church in Australia and its structure
* Experience working within culturally and linguistically diverse communities
* Experience working with youth, multicultural communities, and in exploring future-focused growth opportunities.
* Solid understanding of community services, networks, resources, and current social issues
* Qualifications in Adult Education or equivalent experience.
* Experience in facilitating community planning processes.
* Familiarity with the services offered by Uniting

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