

POSITION TITLE: KRNH Coordinator

REPORT TO: KRNH Committee

ORGANISATION: KINGLAKE RANGES
NEIGHBOURHOOD HOUSE INC.
(KRNH)
6 McMahons Road
Kinglake Vic. 3763

SIGNATURE OF EMPLOYEE:

SIGNATURE OF EMPLOYER:

(Dawn Hartog - President, KRNH Committee)

DATE: October 30th 2009

NB: This Position Description is for a period of 52 weeks, and will be reviewed by the KRNH Committee in October 2010.

**JOB SPECIFICATION FOR THE POSITION OF
NEIGHBOURHOOD HOUSE COORDINATOR
KINGLAKE RANGES NEIGHBOURHOOD HOUSE INCORPORATED.**

INTRODUCTION

Kinglake Ranges Neighbourhood House is a community based and managed organisation where people meet to participate in a variety of social, supportive and educational programs, activities and services. We support individuals, agencies and groups in order to foster positive development and a sense of community spirit. We respond to the expressed needs of our community and aim to be affordable and accessible to all. We actively encourage community involvement and representation and are committed to providing a welcoming environment where every person is valued and accepted.

BACKGROUND

The Kinglake Ranges Neighbourhood House serves the community and receives funding from the Department of Planning and Community Development (DPCD) and the Division of Adult, Community and Further Education (ACFE).

The House is open to the public four days per week between 9am and 4pm and at other times by arrangement.

GOVERNANCE OF THE ORGANISATION

Kinglake Ranges Neighbourhood House is governed by a volunteer Committee which is elected annually from members of the community and appoints the Coordinator to manage the day-to-day operations of the House.

JOB SPECIFICATION

POSITION TITLE

Neighbourhood House Coordinator

AIMS OF THE POSITION

- To offer a welcoming environment for the community.
- To oversee achievement of the goals and objectives of the House consistent with its mission and values.
- To implement and coordinate the activities and programs of the House.
- To enable the House to foster knowledge, skills and capacity within the local community.

SPECIFIC TASKS

1. Coordination of activities and services

- Develop and perform needs analyses.
- Develop ongoing programs reflective of community needs and wishes.
- Actively pursue opportunities to maximise the use of House facilities and services.

2. Community liaison

- Establish and foster connections with local groups, networks and community members.
- Maintain regular communication with the wider community via the Mountain Monthly, the House website and other media.
- Conduct ongoing promotion of Kinglake Ranges Neighbourhood House activities, events and opportunities.

3. Direct Service Delivery

- Provide information and referral services as required.
- Administer emergency welfare support to families and individuals in need.

4. Staff supervision

- Supervise and support staff and volunteers involved in programs and services of the House.

5. Administration

- Develop and review operational policies and plans within the limitations set by the Committee.
- Perform administrative and financial duties necessary for effective and efficient day-to-day operation of the House.

6. Financial management

- Actively pursue relevant funding sources and ensure all funding is acquitted appropriately.

7. Committee linkage

- Regularly advise and resource the Committee in its governance role.
- Assist Committee as required in developing overall policy, annual strategic plans and annual budget.
- Provide regular reports to Committee and funding bodies as required.

RESPONSIBILITY

The position takes direction from and is accountable to the Committee of Kinglake Ranges Neighbourhood House.

This includes but is not limited to:

- Support for Committee decisions
- Provision of regular reports to the Committee
- Compliance with the Delegation of Authority
- Keeping Committee informed as per Linkage and Limitations Policies

SPECIAL REQUIREMENTS

- A current drivers license is required
- A current favourable Police Check is required
- Employee must be a permanent Australian resident

PERSON SPECIFICATION

SKILLS

Coordinator will have the following skills and abilities:

Essential:

- Ability to work with people from diverse backgrounds
- Planning, organisational and time management skills
- Communication skills, both written and oral
- Analytical and report writing skills
- Relevant computer skills
- Work responsibly without direct supervision
- Work as an effective team member
- Supervise, guide and support staff and volunteers
- Maintain records, compile statistics and interpret data
- Financial skills to the level of ability to develop and manage a budget
- Familiarity with workplace relations and standards such as Equal Opportunity and Occupational Health & Safety
- Understanding of community strengthening and capacity building

Desirable:

- A knowledge of resources in the local community
- An understanding of the programs and activities of Neighbourhood Houses
- Experience with community strengthening and capacity building
- Knowledge of and/or experience in provision of adult education

EXPERIENCE:

Previous experience in the following areas would be an advantage:

- Experience in the community sector
- Project management experience
- Experience in a supervisory role with direct responsibility for others

QUALIFICATIONS:

A post secondary qualification is desirable but not essential

VALUES OR ATTITUDES:

The Coordinator will be:

- Respectful towards fellow workers, committee members and volunteers
- Approachable, non-judgmental and flexible
- Enthusiastic, self-motivated and willing to use initiative
- Committed to a positive work ethic
- Committed to the principles of confidentiality and ethical behaviour
- Willing to undertake further training and professional development

CONDITIONS OF EMPLOYMENT APPLICABLE TO THE CONTRACT

Salary:

The employee will be paid under the terms and conditions outlined in the current Neighbourhood Houses and Learning Centres Workplace Agreement Schedule 2 Part B, Class 3.

An individual contract will be negotiated based upon the Workplace Agreement.

Payment of salary will be made fortnightly by direct credit into the employee's nominated bank account.

Hours of Work:

Hours of work will be 6 hours per day, Monday to Friday inclusive (30 hours per week) with times to be negotiated.

Additional hours worked may be accrued as flex time off in lieu of payment in accordance with the Workplace Agreement.

Travel Allowance:

A travel allowance is available subject to approval by the Committee.

Superannuation:

Superannuation payments consistent with the Workplace Agreement will be made to an appropriate superannuation scheme nominated by the employee.

Work Cover:

The employee is entitled to WorkCover paid by the employing body.

Mode of Employment:

This position is a permanent part time position subject to available funding.

Orientation and Training:

The Committee encourages and supports the professional development of staff.

Within budget, the Committee may approve attendance at relevant conferences, seminars and other training opportunities as they arise.

REVIEW

This position description was written and accepted by Committee in October 2009 and will be reviewed by the Committee of Kinglake Ranges Neighbourhood House in October 2010.