



## POSITION DESCRIPTION

<b>Position Title:</b>	Community Centre Coordinator - Gordon
<b>Award:</b>	Community Sector Multiple Enterprise Agreement 2009.
<b>Classification:</b>	Community Services Worker Grade 6
<b>Usual work location:</b>	Gordon Community Centre (GCC)
<b>Usual hours of work:</b>	Full time 76 hours per fortnight
<b>Position Objective:</b>	The Coordinator of the Gordon Community Centre (GCC) is responsible for the establishment, implementation and development of services and programs to enhance the wellbeing of children, young people and their families within the Lanyon Valley community. The coordinator will work in consultation and collaboration with Lanyon Valley Anglican Church (LVAC) who will also deliver activities from the GCC. The coordinator will work with community members, other services and key stakeholders in the Lanyon Valley to determine key projects that encourage and build community participation and wellbeing. The Coordinator will also have a strong advocacy role at the GCC to respond to community as well as specific resident and stakeholder issues.

### Responsibilities:

- Work in collaborative partnership with the LVAC Ministry Team to ensure the operational efficiencies and effective service delivery of the GCC to meet the area needs identified by the Lanyon Valley community.
- Work according to the values and mission of Anglicare.
- Conduct regular community consultations and current needs analysis.
- Establish clear operational protocols with LVAC and other key service providers to ensure a coordinated approach to centre operations.
- Assist with the development and implementation of programs identified through community consultations to enhance the wellbeing of the Lanyon Valley community.

- Ensure the GCC is consistently open and accessible to the community and has appropriate resources and information to assist with community education and referrals. Priorities for service development will be to build parental capacity and educational engagement for children and young people 0-18 years.
- Ensure services are responsive to clients' identified needs by providing flexible and innovative options.
- Supporting and assisting clients in a way that is respectful and promotes their independence and empowerment.
- Manage the day to day GCC operations including negotiations and planning with the LVAC Ministry Team and other service providers that may use the centre.
- Develop an integrated support service for children 0-12 years and their families, with a focus on prevention services to improve experiences of social and economic exclusion.
- Commitment to Anglicare's vision, values and strategic plan.
- Effectively lead, manage and supervise volunteers.
- Organise and facilitate community events, community festivals and celebrations that are held at the GCC and support staff and volunteers in delivering these activities.
- Facilitate access to information about local services.
- Promote all GCC activities through a range of advertising /promotional options.
- Contribute towards Child, Youth and Family Services policy review and development, as required.
- Manage the centre budget and report monthly to the centre Management Committee.
- Support the administration of the Emergency Relief (ER) services in the Centre and assist with ER data collection.
- Assist in the preparation of program evaluations. Identify funding opportunities for community centre activities and write grant applications in consultation with the Line Manager, The LVAC Clergy Team and the Senior Policy and Tender Advisor. Provide timely and informed feedback to the Line Manager on local community issues , regarding local needs, service gaps and opportunity for service growth
- Participate in professional development activities

### **Key Behaviours:**

Analysis;

Reviews and analyses information and recommends a specific course of action

**Client Focus:**

Recognises, anticipates and focuses on specific client needs and advocates on behalf of the client; including children and young people, birth family members and carers.

**Flexibility:**

Recognises and responds to unanticipated events and requirements or sudden changes of priority.

**Outcome focused:**

Identifies and accomplishes challenging objectives by doing whatever is necessary to achieve the goals.

**Job Motivation**

Is a self-starter and self-motivated.

**Key skills**

- Excellent communication and relationship building skills.
- Capacity and skills to work in partnership with volunteers and leadership from a Christian community
- The capacity to communicate complex issues in a manner that promotes understanding for all members of the local community.
- The ability to relate in a culturally sensitive and effective manner with Indigenous people and those of culturally and linguistically diverse (CALD) background.
- Demonstrated knowledge and skills in understanding of the issues affecting Indigenous and CALD communities.
- Ability to work independently and manage complex workloads and competing priorities.

**Key Knowledge Areas:**

- The requirements of a Child Safe Organisation in the service delivery environment.
- An understanding of the impact of intergenerational trauma on individual and community functioning.
- Knowledge of community engagement and development frameworks.
- Understanding of the issues which impact socially and financially vulnerable communities.
- Cultural knowledge and understanding of working with Aboriginal people, their families and their communities.

- Knowledge of local services, support networks and relevant agencies.
- Understanding of relevant legislative frameworks that guide the delivery of community based services.

**Experience**

- Experience in working with Aboriginal people, their families and communities
- Experience in working with children, young people and their families in the delivery of community services
- Experience in establishing, facilitating and implementing innovative strategies for community engagement and development.

**Desirable**

Experience in working for a faith based agency

**Qualifications:**

- Tertiary qualifications in social work, psychology , community development or a related discipline.
- Minimum five years relevant experience in the delivery of Community Services or Child , Youth and Family Services

**Reports to:**

- Manager Child, Youth and Family Services, ACT.