



## POSITION DESCRIPTION

**Title:** Coordinator: Emergency Relief

**Enterprise Agreement:** Community Sector Multiple Enterprise Agreement 2009

**Classification:** Grade 5

**Usual work location:** Central Office - Level 5, 221 London Circuit

**Usual hours of work:** Full-time or Part-time (minimum 60.8 hours per fortnight) to 30 June 2018 (with the possible extension depending on funding)

**Position Objective:** To coordinate Emergency Relief services delivered in partnership by Anglicare with both Anglican Parishes and by Anglicare offices.

### **Position Responsibilities:**

- Coordinate Anglicare's delivery of Emergency Relief across all sites in NSW South, NSW West and ACT.
- Provide guidance, support and training opportunities for the staff and volunteer teams delivering Emergency Relief services.

- Manage the Anglicare funding contract to deliver the DSS Emergency relief program.
- Ensure the timely and accurate collection and relay of Emergency Relief data.
- Manage budgets and resources to deliver Emergency Relief services.
- Contribute to the planning and development of the Survive and Thrive program.
- Work in alignment with Anglicare’s vision, values and strategic plan.
- Work in accordance with Anglicare’s overarching operational priorities and relevant policies and procedures.
- Participate in professional development activities.
- Any other duties as reasonably requested.

**Key behaviours:**

Analysis

Reviews and analyses information and recommends a specific course of action.

Decision Making

Makes decisions based on rational and logical assumptions and after considering organizational priorities.

Leadership

Uses appropriate interpersonal styles and methods to guide individuals or groups towards achieving results and working towards the agency vision and mission.

Communication

Employs sound communication and interpersonal skills along with the ability to listen and understand the views of others.

Presenting

Expresses oneself in a clear, concise manner to impart information or leave an impression.

Creativity

Develop new ideas and unique solutions that assist Anglicare’s organizational objectives.

Team work

Ability to work as an integral part of a team.

**Key skills:**

- Tertiary qualifications in a relevant field.
- Experience in delivering human services within a community context.
- Experience in working with volunteers as key members of a service delivery team.
- Organisational & time management skills.
- Excellent communication and presentation skills and appropriate training qualifications or a willingness to obtain training qualifications, such as a Certificate IV in Training and Assessment.
- Experience of /or a willingness to develop skills in working with in the faith based, not for profit sector.
- Understanding and experience in developing and maintaining community based collaborative relationships and partnerships
- Well-developed computer literacy skills
- Financial and budgeting skills
- Current driver's license

**Key knowledge areas:**

- Understanding the needs of vulnerable people and communities
- Understanding of the delivery of human services within the community context
- Understanding of the successful communication strategies to work with faith communities
- Sound knowledge of administration procedures, management of data bases and computer literacy in Microsoft office including excel spreadsheets.

**Qualifications:**

Tertiary qualifications in social work, psychology, community development or related discipline. Certificate IV in Training and Assessment would be an advantage.

**Reports to:**

Volunteers Manager