

POSITION DESCRIPTION



Department: Community Services
Position: Coordinator (Community Activation)
Position Classification Level: Community Service Worker Classification Level 5 (as per Northside’s Enterprise Agreement)
Reports to: Team Leader - Engagement

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

Vision: A community where everyone matters and has the opportunity to fulfil their potential.

Mission: Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.

Values:	Courage	Integrity	Choice	Innovation	Collaboration
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POSITION OBJECTIVE

Under the general direction of Team Leader – Engagement, the Community Activation Coordinator will be responsible for embedding attitudes and practices of health activity within communities and programs through the facilitation of strong networks of health initiatives, sports and recreation organisations, and other relevant resources.

KEY RESPONSIBILITIES AND DUTIES

- Identify and build respectful, equitable and inclusive relationships with local communities, health promotion networks and key stakeholders across the Belconnen, Gungahlin and Inner North regions.
- Identify and prioritise opportunities or gaps in active lifestyle services for the region and liaise with the community development team and broader organization to explore solutions or proposed ways forward.
- Consult and assess the needs of program participants across a suite of internal and stakeholder program areas, encouraging healthy lifestyle choices, with a specific focus on physical activity with vulnerable children aged 0-18 years and their communities.
- Facilitate positive connections between various stakeholders and create linkages to existing health initiatives, clubs, and other relevant recreation organisations.
- Report on program issues, service outputs and areas for development on a monthly basis and contribute to the preparation of reports for management.
- Coordinate the provision of resources (e.g., equipment, materials etc.) to achieve program objectives.
- Develop sound working relationships across all levels of the organisation.
- Support volunteer involvement in services delivered under the various programs.
- Provide professional, current and relevant advice to stakeholders (internal and external).
- Undertake other relevant duties as directed, consistent with the employee’s skill, competence and training.
- Work within the policies, procedures, philosophies and values of the Community Services Team and Northside Community Service.
- Develop sound working relationships across all levels of the organisation.

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- Undertake other relevant duties as directed, consistent with the employee’s skill, competence and training.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE

1. Demonstrated ability to establish and maintain partnerships and collaborative approaches with other agencies to benefit and/or enhance an individual’s service experience and outcomes.
2. Demonstrated experience of working with issues as they relate to vulnerable young people.
3. Demonstrated ability to develop sustainable community based programs and projects.
4. High level written communication skills and computer literacy, ability to prepare reports, record keeping, and correspondence to a high standard for a range of audiences.
5. A sound understanding of the community sector, including marginalised and vulnerable communities and identifying areas of need.
6. Demonstrated ability to coordinate tasks and manage time and competing priorities.

QUALIFICATIONS AND/OR TRAINING

- Relevant bachelor’s degree (or equivalent) with relevant experience (at least 2 years) in Community Services, Community-based Health or a similar field; or
- Associate diploma with relevant experience (at least 3 years); or
- Less formal qualifications with substantial relevant experience (at least 5 years).
- Qualification in Education and/or Sports and Recreation with relevant experience.
- Full driver’s licence.
- Full time access to a comprehensively insured car.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

- Prolonged periods of sitting at a desk and working on a computer.
- The position requires use of personal vehicle to deliver Northside services.
- Occasional lifting, manual handling tasks.
- Driving for up to 30 minutes at a time to clients’ or partnership organisations’ locations.
- Able to work some evenings, weekends & public holidays.

GENERAL EMPLOYMENT INFORMATION

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people

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- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

SIGNATURE

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			