

Community Development Coordinator (Targeted)

Position Description

Directorate	Vinnies Services
Reports to:	Manager – Inclusion
Direct report s:	Nil
Location:	Metro Region
Primary position objective:	<p>Develop, coordinate, implement and evaluate community initiatives that use asset-based community development strategies.</p> <p><i>This is a Targeted Aboriginal Position. Preference will be given to applicants of Aboriginal descent.</i></p>

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Vinnies Services directorate. The Vinnies Services directorate provides a range of evidence-based services and programs that support men, women and children experiencing poverty or disadvantage to rebuild their lives. The teams within the directorate and their functions are:

Homelessness and Housing: this team is responsible for state-wide management of excellent homelessness and housing services.

Disability and Inclusion: this team is responsible for state-wide management of excellent disability and inclusion services.

Health: this team is responsible for state-wide management of excellent health services.

Clinical Governance: this role is responsible for driving accountability for state-wide provision of high quality and safe services to the people we serve.

Program and Service Quality: this team is responsible for developing and implementing a Society-wide Quality Framework to support a culture of continuous improvement; and supporting quality review and audit processes.

Service Innovation and Business Development: this team is responsible for service innovation and business development.

Accountabilities and responsibilities

The Community Participation Coordinator will:

- Contribute to the successful implementation of the Strategic Plan within their directorate.
- Apply asset-based community development strategies to implement community initiatives that support the broader outcomes of Vinnies Services.
- Develop relationships and collaborate with local community and local stakeholders to identify community need and facilitate activities that promotes community participation.
- Facilitate activities, events and projects that promote social inclusion and build social capital in the community.
- Identify new opportunities for partnerships and strengthen exiting partnerships that contribute to stronger and more connected communities.
- Promote activities of the OLC and create strategies that maximise consumer participation, consumer consultation, partnerships and referrals.
- Implement access pathways to the OLC for people we assist in the broader community.
- Develop, implement, and maintain feedback, evaluation processes and rigorous data capture that promote participation and that contribute to continuous improvement.
- Contribute to a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Contributing to effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Measure and report of service impact and outcomes, using this to contribute to continuous improvement.
- Number of community members and/or community groups engaged in activities.

Key working relationships

In addition to the Manger, Inclusion and Regional Manager, Metro, and their direct reports, the Community Participation Coordinator will foster close working relationships with:

- Matthew Talbot (Vinnies Services);
- Team Leaders and their direct reports, Intensive Case Management Team (Vinnies Services)
- Team Leaders and their direct reports, Matthew Talbot Hostel (Vinnies Services);
- Mission, Spirituality and Pastoral Care Partner (Mission and Spirituality);
- Local Community organisations

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.

- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates, and teams to create opportunities, solve challenges, foster the Society's mission, and implement the Strategic Plan.
- **Change leadership:** (Level 2) Support others to engage with and adapt to change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Be of Aboriginal descent, identify as an Aboriginal person and be accepted by the Aboriginal community in which he, she or they lives or has lived.
- Relevant tertiary qualifications and/or demonstrated experience in community development, social work, community services and / or educational program or other relevant area.
- Demonstrated understanding of community development and asset-based community development.
- Demonstrated experience working with those who experience social exclusion due to homelessness, the impact of trauma, mental health issues, alcohol, and other drug issues and / or unemployment.
- Demonstrated experience coordinating and facilitating programs, events, and activities for socially excluded / vulnerable groups of people within a community setting.
- Demonstrated project and event management experience including budget management and coordination of volunteers.
- Exceptional interpersonal skills, including negotiation and conflict resolution.
- High level computer literacy.
- Excellent organisational and time management skills with the ability to prioritise and manage multiple and competing work tasks and deliver agreed deadlines.

Desirable criteria

- Experience working in a membership-based Organisation to support and empower members and volunteers.
- Demonstrated competence skills in trauma informed practices and Mental Health First Aid.
- A solid understanding of nonviolent crisis intervention principles and practices.
- Current First Aid certificate.