



Manning Valley Neighbourhood Services Inc Job Description

Adopted: April 2014

POSITION: Bushland Enterprise Project Coordinator

ROLE: *As an effective team member they will:*

Have prime responsibility for coordinating and building a community café and associated social enterprises at the Bushland social housing area.

Have prime responsibility for developing and delivering information structures for the Bushland community through a community hub.

Connect disadvantaged people to work, services and opportunities.

Assist in the participatory decision making processes undertaken by community members to address the issues that affect their lives.

Facilitate, promote and implement effective community development initiatives and participate in their ongoing viability and facilitation within the overall aims of the project.

Utilise existing infrastructure to establish structures and resources for sustainability and self funding.

Develop and establish a team that will support the above.

SCOPE: **They will do this by:**

Coordinating and promoting a community-led enterprise (community café/hub) aimed at making this area a more connected place to live.

Developing a working knowledge of the MVNS Vision, Mission, values and community context.

This position will require the worker to work from the café space, office and in the field. They will need to work with community members both within and outside of the Bushland community to develop, promote and ultimately sustain a social enterprise that also provides effective interventions and support networks.

They will promote and maintain a customer-focussed environment and service within the community by working with other services in a complementary approach to community development.

The end result will be a community that can work more collaboratively through a self sustaining enterprise.

HOURS: 21-28

AWARD: Modern Award – Social, Community, Home Care and Disability Services 2010 Level 6

ACCOUNTABILITY: Requires ability to work with minimal supervision. Accountable to the Manager of MVNS.



FRAMEWORK AND ROLE REQUIREMENTS

General

- Implement the community café in accordance with the approved business and workplans
- Develop and implement appropriate practices to ensure the effective operation and viability of the business/es
- Seek grants, donations, funding and contributions for the Social Enterprise operations. Identify other appropriate enterprise arrangements that support this one
- Provide and display up to date pamphlet information for community access
- Actively contribute to the task and maintenance functions of the multi-disciplinary team
- Recruit and support volunteers.
- Other duties as required.

Community Development

- Establish an excellent knowledge of Bushland community and their requirements.
- Develop and undertake community engagement activities. Encourage, support and develop the capacity of residents and community members to be involved in the organisation and management of the project/s
- Assist in identifying the social and welfare needs of residents in the social housing areas of Taree.
- Increase the participation of local residents in decision making processes with regard to issues that affect their lives and the local community
- Develop appropriate linkages that increase access to resources within and outside of the community
- Initiate community activities in response to identified issues.
- Identify and facilitate workshops and training for appropriate training and skills development for community members/Prepare for and facilitate groups as required
- Provide input into development and implementation of community development programs
- Assist in developing partnerships as a means to ensuring coordinated service delivery and project development.
- Investigate funding opportunities for program development and write submissions as appropriate

Networking

- Develop and maintain links with local residents, service providers and interagencies to ensure that services are responsive to the objectives of the project
- Liaise with other services, eg for training, organising workshops, outreach services etc
- Promote the project both within and outside of the community including formal presentations
- Represent residents' interests and needs in broader forums through participation in relevant interagency, local, community, state or national networks, interagencies, working parties and other such forums in consultation with the Management Committee/staff/volunteers
- Resource other groups whose work/development could have an impact on the residents of the area



Client and Community Liaison

- Facilitate community based social services support as required and appropriate to protect and improve the social well-being and functioning of families and individuals in the community
- Provide support, advocacy, lobbying, information and referral services as appropriate to service users and their families
- Assist clients with attaining resources that fit their needs

Coordination

- Liaise and collaborate with Hospitality Coordinator in relation to the overall facilitation of the enterprise.
- Liaise with the Manager on a regular basis eg discussion of centre activities ie via regular staff/team/Management Committee meetings. Communicate with, and keep Manager informed at each stage of project via scheduled meetings and staff/team/Management Committee meetings
- Coordinate and monitor volunteers, project team members, contractors and other stakeholders
- Establish and support a community management team to ultimately have the skills and governance framework to continue the enterprise
- Facilitate regular team meetings aimed at enhancing communications and cooperation amongst staff, volunteers and community working party.
- Identify and escalate appropriate areas of change for team improvements.

Administration/WHS

- Prepare and provide reports on achievements and service delivery as required.
- Ensure effective internal management and administration of the project
- Provide written monthly reports and regularly attend MVNS Inc Management Committee meetings.
- Maintain and collate statistics and records on project participation and usage of Cafe by individuals and community groups
- Maintain clear and accurate records of activities and programs operated
- Develop and implement policy in conjunction with staff/volunteers/Management Committee
- Prepare and administer budgets for programs to be implemented.
- Abide by policies and recommendations as approved by Management Committee and relative to service requirements
- WHS –
 - Adopt a comprehensive understanding of Work Health & Safety
 - Ensure adherence to WHS standards
 - Participate in wider problem identification and resolution tasks

Professional Development/Training

- The Management Committee recognises the need for ongoing professional support and training to enhance the worker's skills. Accordingly provision will be made in consultation with the Management Committee for the Community Builders Worker to:
 - Participate in ongoing work-related training, consultation and supervision opportunities relevant to the functions of this position and contingent on funding
 - Participate in a performance review or appraisal after the first three months of employment (or end of the probationary period of employment) and then on a yearly basis.