



## Manning Valley Neighbourhood Services Inc.

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### **MANNING VALLEY NEIGHBOURHOOD SERVICES INC** **POSITION: Womens Shed Coordinator**

**Please find the following information in this Application Package:**

- Selection Criteria
- Job Description

**Applicants are required to:**

- Fully answer **all** Selection Criteria
- Provide a current resume
- Provide copies of relevant certificates and supporting documentation
- Provide names and telephone numbers of **TWO recent** work-related referees

**Closing date for applications**

**Applications close Tuesday 21<sup>st</sup> June at 5pm**

**Applications are to be:** Emailed to the Manager on [manager@mvns.org.au](mailto:manager@mvns.org.au)

*Manning Valley Neighbourhood Services Inc is an EEO employer.*

### **SELECTION CRITERIA – please address all criteria**

1. Experience in leading, designing and successfully delivering sustainable community-based projects incorporating integrated trauma-informed approaches.
2. Commitment to the objectives of the project and experience and enthusiasm to work with the target group to build capacity.
3. Ability to work sensitively and effectively with women impacted by trauma.
4. Excellent communication skills (written and oral), including the ability to liaise and engage with stakeholders and community members, and to be the 'public face' of the initiative.
5. Demonstrated experience in building positive and collaborative relationships with a diverse range of stakeholders.
6. Excellent administration and co-ordination skills; including project / activity scheduling, sourcing resources, administration and reporting, budget control, risk and issues management, volunteer administration, and document management, evaluation, etc.
7. Experience in establishing a pool of volunteers and working within a framework which relies heavily on local volunteers.
8. Understand and apply the principles and obligations of the NSW Work, Health and Safety (WHS) laws.
9. Understand and apply the National Principles for Child Safe Organisations and the NSW Child Safe Standards.
10. Qualifications and checks
  - Relevant tertiary qualifications and / or experience.
  - Current NSW Working with Children Clearance.
  - National Police Check Certificate.
  - Current drivers licence.

## **JOB DESCRIPTION**

The Project Co-ordinator will be responsible for the establishment, operation and transition of the Women's Shed at project completion.

They will:

- Develop, implement and continually improve— together with the community – the Women's Shed and associated activities that deliver the project objectives (support recovery and resilience of communities impacted by 2019-20 bushfires; and build stronger communities by supporting social, and economic recovery) to support women and their families (target group).
- Develop and implement initiatives that build social connection, resilience, support networks, skills and enterprise for women affected by bushfire across our rural localities
- Establish linkages and referral services
- Engage with the community to build community buy-in, ensure all voices are heard and potential tensions identified
- Establish collaborative working relationships with the community and volunteers
- Establish and build service provider relationships and advocate their engagement with the community
- Establish a good governance framework for project initiatives
- Take place-based action – plan programs and initiatives and activate the plan to deliver the project initiatives
- Evaluate, test and modify project delivery, initiatives and/or actions to ensure success measures are being met
- Disseminate information about the project
- Manage project information and report to Manager/Steering Committee

### **SCOPE:**

**They will do this by:**

- Developing and establishing a team that will support the above
- Establishing, coordinating and promoting a community-led enterprise aimed at supporting women in the course of disaster recovery
- 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
- Utilising existing infrastructure to establish structures and resources for sustainability and a self-funding enterprise
- Developing a working knowledge of the MVNS Vision, Mission, values and community context.

**HOURS:** 14 hpw

**AWARD:** Modern Award – Social, Community, Home Care and Disability Services 2010 Level 5-6

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

## **FRAMEWORK AND ROLE REQUIREMENTS**

### **General**

- Implement the project in accordance with identified milestones and workplan
- Develop and implement appropriate business practices to ensure the effective operation and viability of the enterprise
- Seek grants, donations, funding, supports and contributions for the Social Enterprise operations.
- Recruit and support volunteers.
- Other duties as required.

### **Coordination**

- Liaise and communicate with the Manager on a regular basis eg discussion of centre activities ie via regular staff/team/Management Committee meetings.
- Coordinate and monitor volunteers, contractors and other stakeholders
- Establish, resource and support a Reference Group 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 Reference Group.
- Identify and escalate appropriate areas of change for team improvements.

### **Community Development**

- Establish knowledge of the recovery activities and processes that have been achieved in the past 2 years.
- Develop and undertake community engagement activities. Encourage, support and develop the capacity of women to be involved in the organisation and management of the project/s
- Increase the participation of women 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 women.
- 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 opportunities for outreach services to provide support
- Identify training and skills development opportunities which could be provided

### **Client and Community Liaison**

- Provide community based social services support as required and appropriate to protect and improve the social well-being and functioning of women and families
- Provide support, advocacy, lobbying, information and referral services as appropriate to service users and their families
- Assist clients with obtaining resources that fit their needs
- Develop and maintain links with local residents, service providers and interagencies to ensure that services are responsive to the objectives of the project
- Promote the project both within and outside of the community

### **Administration/WHS**

- Prepare reports 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 centre by individuals and 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
- Child Protection – ensure the requirements MVNS child protection policies and risk assessments are embedded in the project
- 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 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.