

POSITION DESCRIPTION



Community Access & Development

Salary:	Social, Community, Home Care and Disability Services Industry Award Level 4. Salary Sacrificing is available
Hours:	48 Hours per fortnight
Reports to:	CEO
Location:	The position is based at Graham House Community Centre, 21 Taylor Street East, Murgon and includes provision of services within the whole of the South Burnett.

Vision

Graham House Community Centre aims to achieve our mission by promoting the principles of social justice, access, equality and equality of opportunity and participation.

Organisation Values

Social Justice, Respect, Self-determination, Partnership, Transparency, Professionalism, Integrity, Community Development

Organisation Mission

Graham House Community Centre provides a high-quality inclusive service that responds to the needs of individuals with empathy and dignity. Graham House Community Centre provides holistic assistance and nurtures the strengths of individuals and the community to empower them to meet their own needs.

Purpose of Position

To deliver the day-to-day projects and activities of Centre using a community development approach that recognises and responds to local community needs. The Centre provides a broad range of activities aimed at strengthening social connections, wellbeing, and resilience. Graham House Community Centre is committed to adapting the programs to ensure continued responsiveness to community needs.

Qualifications & Experience

Suitable tertiary qualifications in Human Services, Community Development or a related field; and/or combination of relevant experience, expertise and competence sufficient to perform the duties at this level.

Mandatory

1. Have a current open driver's license
2. Positive Notice Blue Card for Child Related Employment (or ability to obtain)
3. First Aid certificate (or willingness to obtain)
4. Microsoft Office skills

Responsibilities

Operations

1. Coordinate daily operation of the Centre activities, in collaboration with Graham House Community Centre CEO, Staff and volunteers, to include planning, running, and evaluating groups and activities, such as Community Garden, Family 2 Family and Communi-TEA.
2. Develop and monitor project plans and prepare funding submissions to deliver community projects identified by organisational planning and community needs assessments.
3. Assist with recruitment, supervision, training and communication with Graham House Centre volunteers and students as required.
4. In consultation with the Graham House CEO and finance officer, ensure projects, activities and events are operated within budget and align with contractual agreements.
5. Attend Network meetings and foster collaboration and relationships both internal and external to GHCC.

Community Development

1. Create a safe and welcoming environment that promotes community participation, social connections, wellbeing, and resilience.
2. Work directly with community members, groups, and organisations to develop responses to identified community needs and facilitate delivery of a balanced mix of relevant neighbourhood centre projects, activities, events, and resources in line with funding contracts.
3. Identifies changing needs of the community and using a needs assessment approach to prepare proposals for modified current activities or new initiatives for developing enhanced community engagement.

Relationships

1. Develop effective working relationships with Graham House CEO, Staff and volunteers
2. Build relationships and networks with community members, community groups and other stakeholders.

Reporting and Accountability

1. Assist in the collection of data and writing of reports on Centre activities and outcomes for inclusion in reports to Management Board and funding bodies.
2. Organise the GHCC Annual Report collating reports, proposing images and being responsible for printing in preparation for the Annual General Meeting.
3. Participate in the development of ongoing monitoring and evaluation processes and program initiatives.

Organisational Duties

1. Foster a collegiate, supportive and productive team environment and act as a role model for Graham House Community Centre's organisational culture.

2. Attend and participate in organisation staff meetings, strategic planning and team building activities
3. Ability to occasionally work flexible hours, including evenings and weekends when required
4. Take responsibility for a safe and healthy work environment and have a commitment to equal opportunity and a workplace free from discrimination and harassment.
5. Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of the Organisation and its clients in a professional and confidential manner in accordance with the Organisation's information and records management procedures.
6. Ensure that all Organisation's policies, procedures, systems and work practices are implemented and adhered to, especially those for human resource management, workplace health and safety, risk management, financial management, governance, procurement, and customer service.
7. Act in a professional manner while performing duties for and/or representing the Organisation in line with the Graham House Code of Conduct.
8. Undertake other duties as directed from time to time by the CEO

Physical Requirements

1. Manual handling is an inherent physical requirement of working in this role. The position may require significant periods of standing, sustained hours of movement including lifting, bending, squatting, pushing, carrying, stretching, and tidying centres and spaces, and use of computers and office equipment.

Selection Criteria:

1. Demonstrated experience in working with communities using a community development framework.
2. Demonstrated experience coordinating and delivering community activities aimed at improving social connection, wellbeing and resilience.
3. Experience working effectively with diverse populations, including volunteers and a broad range of community partners and stakeholders.
4. Demonstrated experience in effectively communicating, negotiating, and assisting to resolve conflict as well as experience in connecting to people with diverse experiences, backgrounds, and abilities in a trauma-informed and culturally appropriate manner.

PLEASE SEND THROUGH RESUME & RESPONSES TO SELECTION CRITERIA BY 16TH SEPT 2024

admin@grahamhouse.org.au