



Coordinator Position Description

Position Objective

To work with the Nagambie and district community to develop and manage programs, events and activities that meet the needs of the community.

Key responsibilities

- support the Committee of Management in its governance role
- commitment to principles of sustainable practice
- engage and support volunteers and motivate community members to embrace the Nagambie Lakes Community House (NLCH) as their own
- manage the day to day operations in line with the Strategic Plan
- implement policy and manage budget as approved by the Committee
- manage compliance obligations (OHS, Police, and Working with Children checks)
- participate in development of funding applications and acquittals
- represent NLCH in regional forums and in partnership programs
- deliver written reports to Committee of Management monthly and to DHHS on a quarterly basis
- engage in capacity building and development of a succession plan by researching and developing programs to attract a broader demographic of both participants and volunteers
- co-ordinate articles for Community Voice and send to the newspaper

KEY SELECTION CRITERIA

1. demonstrated understanding of community development principles
2. experience of working with and reporting to a Committee of Management or similar body
3. demonstrated ability to recruit, work with, and empower volunteers
4. demonstrated ability to support community members who need to access welfare support and referrals
5. well organised with high level of written, IT, and verbal communication skill
6. qualifications or experience in community development, community services desirable

Level of authority

The coordinator is responsible to the Committee of Management. The Committee is responsible for developing the Strategic Plan and budget for the year. The coordinator is responsible for managing the operational budget and activities, consistent with the overall Strategic Plan. The Committee of Management encourages the coordinator to explore new program ideas, events, and activities in consultation with its members.

Conditions of employment

- A current Police Check, Working with Children Check, and Victorian Drivers Licence is essential to this role.
- The position will be for a 12 month contract, subject to a 3 month trial period
- Term of Employment is subject to ongoing Government funding