



Community Coordinator

Part time fixed term role (12 month contract with possibility for extension)
4 days (28 hours per week)

- ✓ **Attractive not-for-profit salary packaging options**
- ✓ **Flexible working conditions**

Metro Assist Limited (formerly Metro Migrant Resource Centre) is seeking a qualified and experienced Community Coordinator to be part of a vital service that makes a real difference to the wellbeing of families. Our team is primarily based in Ashfield, with an office in Strathfield.

Metro Assist provides settlement and multicultural services, family services, emergency relief, tenancy advice, financial counselling and undertakes community development projects and initiatives. More information about Metro Assist is available on our website www.metroassist.org.au.

About the Role

Supervising and leading a small team, the Community Coordinator will oversee the delivery of quality services across our Community Engagement (Community Hubs) and Family support Community Development (CYFS and Family NSW) services.

A function of the Community Coordinator is to facilitate access support services through multiple options in line with children, young people, family and community needs and changes in vulnerability. The Community Coordinator will provide coordination and support to the community hub workers and community development workers through a number of foundation activities, within an effective and timely manner, including supporting referral pathways for clients to other providers and information within the local area.

The Community Coordinator will work with individuals, service providers and community groups to provide a locally based entry point to information, resources and services that are accessible to all members of the community. The Community Coordinator will connect individuals to information and services to promote community capacity, increase resilience and improve safety in the community. The Community Coordinator may also provide a location for the delivery of a range of community based, non-profit services including visiting and/or co-located agencies which contribute to community capacity building.

Additional responsibilities include:

- Provision of team and individual supervision
- Facilitate capacity building among local services and networks to develop needs-based and culturally appropriate services
- Maintaining relationships with key stakeholders
- Reporting as per funding agreements, legislative and organisational requirements
- Assisting with program delivery and support when staff are on leave

The salary is based on the SCHCADS Award. In addition, a generous tax free salary package is available. The successful applicant will also benefit from ongoing professional development opportunities and flexible working conditions to maintain excellent work-life balance.

SELECTION CRITERIA:

Essential

1. Demonstrated experience providing access to information, resources and services to the community.
2. Proven experience leading a small team.
3. Relevant qualifications – minimum Diploma in Community Services.
4. Understanding of and experience working in partnership with local services, agencies and service networks.
5. Experience conducting community consultations and meetings and organising community events, such as open days, expos etc.
6. Experience in working with people from disadvantaged CALD, Aboriginal and Torres Strait Islander and refugee communities.
7. Experience in identifying and applying for community grants including CDSE, Council grants and other grants that support local events, projects and programs within the program.
8. Experience and understanding of administrative, accountability and data management processes.
9. Ability to write succinct and accurate reports and to communicate effectively with team members, management and Departmental officers.

Desirable

1. Current driver's license and own vehicle.

HOW TO APPLY

Applications close 23 April 2018 and must be submitted to: recruitment@metroassist.org.au

Your application must address each of the selection criteria and include:

- A cover letter
- Statement against selection criteria
- A current resume including your full name, postal address and contact number
- Two of the most recent work-related referees stating names, positions and contact details

For enquiries regarding this position, please contact Michelle Aldred on (02) 9789 3744 or email: recruitment@metroassist.org.au