



MILPARA COMMUNITY HOUSE INC.

15 Little Commercial Street, (PO Box 136), Korumburra VIC 3950
☎ 03 5655 2524 ✉ manager@milpara.org.au milparacommunityhouse.org.au
ABN: 84 361 485 080 A0019220Y



PROGRAM COORDINATOR

POSITION DESCRIPTION

Introduction:

Milpara Community House receives funding from the Department of Families, Fairness and Housing (VIC) through the Neighbourhood House Coordination Program (NHCP) and the Department of Jobs, Skills, Industry and Regions (DJSIR): Adult and Community Further Education (ACFE). Milpara Community House is managed by the Manager and administered by a volunteer Committee of Governance.

Vision and Mission Statements and Goals of Milpara Community House

Vision: *A vibrant and connected community*

Mission: *To enable opportunities for learning, connection, belonging and growth*

Key Goals:

Goal 1: Deliver innovative, relevant, quality and accessible services

Goal 2: Encourage personal and community growth

Goal 3: Drive community change

Position Objectives:

- Create a supportive social and adult learning environment/practice for Milpara Community House colleagues and community participants.
- Exercise day-to-day management of Milpara Community House in conjunction with the Manager on behalf of the Committee of Governance (CoG).
- Contribute to the development of the organisation as a whole.
- To support the aims and objectives of Milpara Community House, its Committee of Governance, volunteers and fellow workers.
- To work in a team to provide high quality social, educational and recreational programs.
- To liaise with funding agencies, government and non-government organisations and the community.

Accountability:

The Program Coordinator is employed by Milpara Community House Inc and is directly accountable to the members of the Committee of Governance via the President. The Manager is the supervisor of this position.

Hours, Conditions and Salary

This position is a 2 year fixed term (part-time, 22.5) hours per week, during School terms. Flexibility in the days and/or hours worked is required to cater for leave commitments, staff illness and professional development etc. Days worked will be negotiated with the Manager. Annual leave is to be taken during school holidays where possible.



MILPARA COMMUNITY HOUSE INC.

15 Little Commercial Street, (PO Box 136), Korumburra VIC 3950
☎ 03 5655 2524 ✉ manager@milpara.org.au milparacommunityhouse.org.au
ABN: 84 361 485 080 A0019220Y



Salary is based on the Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2018 as modified by the SCHADS award in conjunction with the National Employment Standards. Classification under Schedule 3B: Neighbourhood House Employees, Level 4, 1st year which equates as at 1 July 2023 to \$41.52 per hour. A travel allowance is available at award rates where relevant. Employer contributed superannuation applies. Employer contributed Portable Long Service Leave is applicable to eligible employees engaged in the community services sector.

Responsibilities & Duties

Responsibility 1 – Create a supportive social and adult learning environment / practice for Milpara Community House colleagues and community participants, including:

- collaborate with tutors and others to ensure the development and implementation of practices and processes that optimise adult learning for participants;
- consult with stakeholders and research options consistent with organisational values.

Professional Capability

- Development of ideas with others to assist routine changes that improve learner outcomes
- Motivational approach through personal interactions
- Modelling of self-awareness, self-management and social awareness in communication, problem-solving and conflict resolution
- Work prioritisation and appropriate delegation that demonstrates an understanding of organisational, team and individual priorities/capacities to ensure key milestones are met

Responsibility 2 – Exercise day-to-day management of Milpara Community House in conjunction with the Manager on behalf of the Committee of Governance (CoG), including:

- implementation of Milpara Community House strategic/annual plans within a community development framework and in keeping with Neighbourhood House Good Practice Guide protocols;
- coordinate the provision of relevant activities, programs and classes for/with local community members;
- assist the Manager to comply with OH&S legislation and the range of relevant Victorian/Australian legislative structures
- take a systematic approach to organisational resource management, ensuring all administrative/operational and service delivery tasks are completed as necessary;
- Support the Manager in the implementation/clarification of organisational policies and procedures to ensure consistent practice and adherence to legal requirements.

Professional Capability

- Leadership aptitude that focuses on constructive outcomes for community members
- Ability to work co-operatively as a team member and under limited direction
- Knowledge of relevant legislation to inform/assist compliance by CoG and others
- Management of responses to changing needs, legislation, and other emerging issues
- Commitment to regular performance management scheduling with designated Committee of Governance representative/s that facilitates reliable, constructive feedback about own position within the organisation
- Common sense and ability to use established strategies to resolve routine challenges



MILPARA COMMUNITY HOUSE INC.

15 Little Commercial Street, (PO Box 136), Korumburra VIC 3950
☎ 03 5655 2524 ✉ manager@milpara.org.au milparacommunityhouse.org.au
ABN: 84 361 485 080 A0019220Y



Responsibility 3 – Contribute to the development of the organisation as a whole, including:

- commit to collaboration, reflective practice and a spirit of cooperation;
- participate in meetings of local networks and professional development opportunities;
- maintain regular contact with local government and other relevant community organisations, such as South Gippsland Shire Council and Neighbourhood Houses Gippsland Inc. (NHG Network);
- support effective planning, monitoring and evaluation processes at *Milpara Community House*
- analyse service delivery and other data to identify key emerging issues.

Professional Capability

- Willingness to share learning with colleagues and others
- Selection of management methods and techniques based on sound judgment
- Ability to take the initiative in the development of new projects in accordance with strategic plan priorities
- Reflective engagement in planning, developing, monitoring, and evaluating Milpara Community House's four practice areas (i.e. governance, management, operations & delivery, and external relationships/capacity building) in line with the strategic/annual planning cycle

The applicant will be appointed to this fixed term position after a satisfactory probationary period of three months. Remuneration of this position will be evaluated and reviewed at the end of the probationary period.

Milpara Community House is an Equal Opportunity Employer.

Milpara Community House promotes the safety, wellbeing and inclusion of all children and young people, including those with a disability, those who are Aboriginal or Torres Strait Islander, and those from a refugee or migrant background. We take child safety very seriously. All employees are subject to screening and assessment against child safety standards, including rigorous background, identity and reference checks. The successful applicant will require a current Working with Children Check and Police Check (costs reimbursed) and must agree to adhere to our Child Safe Standards Policy and Code of Conduct.

Further information and applications

Please contact Milpara Community House Manager Jenni Keerie on 03 5655 2524 (0403 152 179) for more information and to discuss your application.

Applications must include a cover letter and address the key selection criteria. Your responses to the key selection criteria should also consider the position objectives and the key responsibilities and duties. and should be emailed to manager@milpara.org.au or sent via post to PO Box 136, Korumburra VIC 3950.



MILPARA COMMUNITY HOUSE INC.

15 Little Commercial Street, (PO Box 136), Korumburra VIC 3950
☎ 03 5655 2524 ✉ manager@milpara.org.au milparacommunityhouse.org.au
ABN: 84 361 485 080 A0019220Y



Key Selection Criteria

The following are considered essential for the position of Program Coordinator:

1. Commitment to, and understanding of, the philosophy of the Neighbourhood House & Learning Centre (NH&LC) Sector and to the Milpara Community House Vision and Mission.
2. Demonstrated experience in community development work, including planning, developing, and evaluating a range of activities and programs.
3. Proven competence in managing funds and other projects/programs for a not-for-profit organisation within a community development framework, within timelines and within budget.
4. Professionalism in working with a community-based, voluntary governance body (or similar not-for-profit committee/board structure) and as a team member with other paid/unpaid workers.
5. Exceptional organisational skills, with ability to work under limited direction and prioritise competing demands while making day-to-day operational decisions and to work as part of a team.
6. High level of proficiency in MS Office, email, web search, data entry and other computer programs, and in writing management reports.
7. Experience in providing an inclusive and respectful response to diversity in the community.
8. Excellent written and oral communication skills for the effective promotion of Milpara Community House activities and to handle a wide range of enquiries and correspondence.
9. Demonstrated ability to relate well to different people, to be non-judgmental, and to maintain strict confidentiality in respect of individual House participants, CoG members and other colleagues.
10. Current *National Police Certificate, Working With Children Check, Victorian Driver Licence* are all required as conditions of employment.