

Coordinator, Bushfire Recovery and Community Development, Shoalhaven and Clarence Valley

Position Description

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| Directorate | Vinnies Services |
| Reports to: | Manager, Bushfire Recovery and Community Development, NSW. |
| Direct reports: | NIL |
| Location: | Southern Region x 1 (Ulladulla/Nowra) Northern Region x 1 (Grafton/Lismore) |
| Primary position objective: | Implement Vinnies' Bushfire Recovery and Community Development Program model in designated local government areas in order to support those communities with ongoing recovery and development. |

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Vinnies Services directorate. The Vinnies Services directorate provides a range of evidence-based services and programs that support men, women and children experiencing poverty or disadvantage to rebuild their lives. The teams within the directorate and their functions are:

Homelessness and Housing: this team is responsible for state-wide management of excellent homelessness and housing services.

Disability and Inclusion: this team is responsible for state-wide management of excellent disability and inclusion services.

Health: this team is responsible for state-wide management of excellent health services.

Clinical Governance: this role is responsible for driving accountability for state-wide provision of high quality and safe services to the people we serve.

Program and Service Quality: this team is responsible for developing and implementing a Society-wide Quality Framework to support a culture of continuous improvement; and supporting quality review and audit processes.

Service Innovation and Business Development: this team is responsible for service innovation and business development.

Accountabilities and responsibilities

The Coordinator, Bushfire Recovery and Community Development, will:

- Contribute to the implementation of the strategic plan within their team.
- Collaborate with communities and government to develop local activity plans based and oversee implementation of the Bushfire Recovery and Community Development model.
- Build strong relationships with communities and key stakeholders and continuously gather their input into the program.
- Facilitate and coordinate community activities, events, and training to empower communities/ community groups and build long-term skills and capacity.
- Identify opportunities for partnerships with NGOs, government and business and integrate those relationships into the local activity plans
- Monitor and evaluate activity implementation to increase the quality of work and the impact for communities.
- Work alongside Vinnies membership to help vulnerable individual access immediate support and/or connect with appropriate third-party services.
- Collect information and liaise with communication team to generate internal and external communications and to build the profile of the program.
- Connect with relevant networks and contribute to inter-agency information sharing and learning.
- Ensure that the Society effectively safeguards children. Ensure that staff and volunteers complete relevant pre-engagement checks (National Criminal History check, and where required Working With Children Check); act in accordance with the organisation's Code of Conduct and Member and Volunteer Charter; and comply with the organisation's Workplace Health and Safety program.
- Contribute to a safe working environment for staff, members and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to the implementation of effective risk management procedures to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Develop and oversee the implementation of a local activity plan based on the overall Bushfire Recovery and Community Development model.
- Establish and manage relationships with key partners that are tasked with delivering activities from the local activity plan.
- Monitor and evaluate activities and produce high quality reporting that can be used for program adaptation and decision-making.
- Manage a program budget and ensure resources are used as effectively as possible.
- Ensure all relevant policies are complied with in the implementation of the local activity plan.

Key working relationships

In addition to the Manager, Bushfire Recovery and Community Development, NSW, and their direct reports, the Coordinator, Bushfire Recovery and Community Development will foster close working relationships with internal stakeholders including:

- Regional Directors
- Regional Conference Representatives (Membership, Volunteers and Regional Operations)

- Disability and Inclusion Management Group

And External Stakeholders including:

- Local Council
- Recovery Network
- NFPs and community-based organisations working on recovery and community development.

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 2) Enable collaboration with Conferences, directorates, and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 2) Support others to engage with and adapt to change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 2) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant tertiary qualifications and/or demonstrated experience in community development or community services.
- Demonstrated experience facilitating community consultations.
- Relevant qualifications and/or demonstrated experience in project management including budgeting and financial reporting.
- Demonstrated experience in developing and implementing events and activities within a community setting.
- Strong ability to problem solve and think creatively.
- Excellent interpersonal and relationship management skills and the ability to collaborate effectively with internal and external stakeholders.
- Demonstrated experience coordinating and working with volunteers.
- Ability to travel regularly and hold a valid NSW driver licence.
- Ability to do some afterhours work.

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.
- Demonstrated experience or understanding of working with communities who have experienced trauma.
- Demonstrated experience or understanding of emergency response infrastructure in NSW.
- Demonstrated competence skills in trauma informed practices and Mental Health First Aid.
- Understanding of marketing, internal communications, social media or similar expertise.
- Demonstrated experience in individual support and case management.
- Current First Aid certificate