

POSITION DESCRIPTION



Department: Community Services

Position: Community Activation Coordinator

Reports to: Senior Manager Engagement Services

Employment Specifics: Full Time- fixed term. NCS Community Services Band 5

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

Vision: A fair and inclusive community

Mission: Providing exceptional services that support people to improve their lives

Values: Courage Integrity Choice Innovation Collaboration

POSITION OBJECTIVE

Northside's Community Engagement Team aims to foster inclusive and supportive communities and reduce social isolation by supporting, encouraging and providing opportunities for the identification, development and acknowledgement of strengths that exist within these communities.

Working collaboratively with Northside Community Services existing programs and a range of external stakeholders, the Community Activation Coordinator is responsible for embedding attitudes and practices of healthy activity within communities and programs through facilitation of strong networks of health initiatives, sports and recreation organisations, and other relevant resources.

KEY RESPONSIBILITIES

- Identify and build respectful, equitable and inclusive relationships with local communities, health promotion networks and key stakeholders across the Belconnen, Gungahlin and Inner North region.
- Consult and assess the needs of program participants across a suite of internal programs areas and relevant programs across a range of external stakeholders, encouraging healthy lifestyle choices, with a specific focus on physical activity with vulnerable children aged 0-18 years and their communities.
- Facilitate positive connections between various stakeholders and create linkages to existing health initiatives, clubs, and other relevant recreation organisations.
- Identify and prioritise opportunities or gaps in active lifestyle services for the region and liaise with the community development team and broader organisation to explore solutions or proposed ways forward.

- Report on program issues, service outputs, and areas for development on a monthly basis, and contribute to the preparation of reports for management.
- Coordinate the provision of resources (e.g. equipment, materials, etc.) to achieve program objectives.
- Develop sound working relationships across all levels of the organisation.
- Support volunteer involvement in services delivered under the various programs.
- Provide professional, current and relevant advice to stakeholders (internal and external)
- Undertake other relevant duties as directed, consistent with the employee's skill, competence and training.

RELATIONSHIPS / INTERFACES WITH OTHER FUNCTIONS / PEOPLE (E.G. REPORTING LINES)

Reports to: Senior Manager Engagement Services
Internal Liaison: Volunteers, Staff
External Liaison: Community members, Organisations, businesses, government and other stakeholders who will assist in achieving community outcomes.

KEY SELECTION CRITERIA

- Relevant qualifications and experience in delivering community development programs and/or experience working in community based health programs and projects.
- Qualifications and/or experience in Education and/or Sports and Recreation would be highly regarded.
- Exceptional ability to build and maintain key stakeholder relationships.
- High-level communication skills with experience in reporting both internally and externally.
- Demonstrated ability to develop sustainable community based programs and projects, including the ability to identify areas of need.
- A sound understanding of the community sector, with knowledge of a wide scope of communities, including marginalised and vulnerable communities and identifying areas of need.
- Full driver's license, a reliable vehicle and Working with Vulnerable People Check.

ADDITIONAL INFORMATION

- An Employee Performance Agreement and learning and development plan is to be developed within three (3) months of appointment. The initial performance criteria will be reviewed on an ongoing basis in the context of assessing achievement of strategic directions, key results and program outputs.
- Ongoing Employment is subject to the successful completion of a Working with Vulnerable People check and completion of a qualifying period.