



Position Description

Aboriginal Project Coordinator

**Wesley LifeForce
December 2019**

Agreement

Signed-Manager

Signed-Employee

Date

Date



Aboriginal Project Coordinator

Wesley LifeForce

This is an identified position for Aboriginal and Torres Strait Islander people. Applicants must be of Aboriginal or Torres Strait Islander descent. Aboriginality is a genuine qualification authorised under Section 14(d) of the Anti-discrimination Act 1977.

1 Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed. Our vision is to:

“Do all the good you can, by all the means you can, in all the ways you can, in all the places you can, at all the times you can, to all the people you can, as long as ever you can”.

Out of Christian love and compassion we are driven by Christlike servanthood, unfailing integrity and courageous commitment.

The organisational plan is based on four key result areas, namely:

- our clients
- our people
- our operations
- our financials.

Our position descriptions and performance plans are aligned with these four key result areas.

2 Overview of Wesley LifeForce

Established in 1995 as a response to the growing number of suicides in Australia, Wesley LifeForce provides suicide prevention services that educate and empower local communities, supporting people most at risk. Wesley LifeForce takes a comprehensive approach to tackling suicide by working in the areas of prevention, intervention and postvention.

Since 2007, Wesley Mission has partnered with more than 106 communities throughout Australia to develop and maintain Wesley LifeForce Suicide Prevention Networks. These community-based networks address area-specific suicide and wellbeing issues. Wesley acts as a backbone agency, providing seed funding, facilitation, network governance and support in developing strategic community action plans. Wesley LifeForce Networks are owned by the community and tailor activities to address local concerns. The Networks target high-risk populations in all Australian states and territories, including more than 21 which are in Aboriginal or Torres Strait Islander communities.

3 Overview of role

- Support Suicide Prevention networks to develop and to deliver projects to reduce suicide in their communities
- Develop strong relationships with local service providers and stakeholders to support their engagement and participation suicide prevention networks and projects

- Support the Aboriginal Community Development Coordinator to achieve outcomes for the program, through attending Networks and stakeholders' meetings and providing secretariat and administrative support where required
- Assist the coordination of regional suicide prevention network forums and events
- Perform other administrative duties as directed by the Networks Manager

4 Relationships

Reports to: LifeForce Networks Manager

- Liaise with: Networks manager and other Wesley Mission staff, e.g. Wesley LifeForce Training; Wesley LifeForce Networks; Wesley Training Central Unit; and other Wesley Mission teams, volunteers, networks, committees and Boards.
- Outside the Organisation: Aboriginal Health Services, Uniting Church staff, government departments, service providers and industry organisations.

5 Major role responsibilities

- Provide support to networks in planning and delivery of activities, including their evaluation
- Promote Wesley LifeForce in the community and represent Wesley Mission as requested.
- Provide reports and undertake project work as requested by the Networks Manager.
- Develop strong relationships with local service providers and stakeholders to support their engagement and participation suicide prevention networks and projects
- Support the Aboriginal Community Development Coordinator to achieve outcomes for the program, through attending Networks and stakeholders' meetings and providing secretariat support where required
- Assist the coordination of regional suicide prevention network forums and events
- Support in the development and roll out of Wesley LifeForce's Reconciliation Action Plan
- Pursue the implementation and maintenance of best practices, policies and procedures.
- Handle confidential matters with discretion.
- As directed by the Networks Manager, Wesley LifeForce, perform other duties not inconsistent with the functions of this role.

5.1 Our people (our team)

- promote and ensure adherence to Wesley Mission brand
- ensure all Human Resource (HR) policies and procedures are understood and adhered to
- on a quarterly basis, document your progress using the Employee Contribution & Development template and meet with your manager to discuss
- ensure your position description is up-to-date and identify career training and development and career growth opportunities for yourself
- regularly report to your manager on team issues such as resourcing needs, performance, training/development, disciplinary action, leave, Work, Health & Safety issues etc
- identify and recommend opportunities to increase team satisfaction
- participate in program area team meetings and other meetings as required and directed
- attend all scheduled meetings.

5.2 Our operations

- Ensure that administration tasks are managed efficiently to provide cost effective services

- Pursue the implementation and maintenance of best practices, policies and procedures.
- communicate the Wesley Mission brand and key messaging strategy to stakeholders to build effective relationships, gain their support and ultimately create advocates.
- Maintain office and workstation in an appropriately neat and tidy state at all times

5.3 Our financials

- Ensure all projects are delivered to budget and seek opportunities to minimise expense wherever possible.

5.3.1 Performance Measures

- Ensure compliance with contractual funding requirements, regularly reviewing and monitoring progress ensuring:
 - i. Service delivery requirements are met;
 - ii. Quality assurance standards are met;
 - iii. Reporting requirements are met;
 - iv. Coordinate submission of data for external evaluation as required;
 - v. Good working relationships are fostered with internal and external stakeholders.

6 Professional responsibilities

- Follow directions of the Community Development Coordinator and of the Networks Manager
- as directed, other activities to support the delivery of the Wesley LifeForce Business Plan and Wesley Mission Strategic Plan, as requested by your manager
- as an employee, be responsible under the Work Health & Safety Act for the health and safety of all persons they come into contact with, during employment. All hazards and injuries must be reported through the normal process as set out in Wesley Mission's Work Health, Safety and Rehabilitation Quality Management System and site procedures
- in relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by your supervisor
- in relation to Wesley Mission attend worship services as encouraged by your supervisor
- take responsibility for personal career development and training
- participate in Wesley Mission's Orientation program, so as to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act and other relevant legislation
- administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission
- ensure the reputation and integrity of Wesley Mission is maintained at all times
- maintain confidentiality.

7 Selection criteria

To be successful in this position, candidates must possess the following:

Demonstrated behaviours

- a passion for suicide prevention
- willingness to affirm Wesley Mission's vision, mission and values and enthusiastically advocate our Word and deed ministry
- demonstrated ability to work unsupervised as well as an effective team player with a positive can-do attitude
- relate well to a range of people with sound listening and problem-solving skills
- display emotional maturity and resilience.

Essential skills/knowledge

- This is an Aboriginal identified role.
- Demonstrate an understanding of Western NSW communities and key Aboriginal stakeholders, in terms of relationships, issues, sensitive communication and program delivery.
- A proven ability to engage and develop effective relationships with co-workers and the broader community
- Experience managing and delivering projects
- Ability to utilise a database and other software including the Microsoft suite
- Effective communication skills – both verbal and written
- A current Driver's Licence

Desirable skills/knowledge

- Strong knowledge and connection to Aboriginal communities within Western NSW
- An understanding of issues facing rural and remote communities, including suicide
- Cultural awareness and sensitivity