

<b>Job Title</b>	Community Hubs Coordinator
<b>Level</b>	Level 5
<b>Award</b>	SCHCADS Award
<b>Hours</b>	Part- time
<b>Location</b>	Based at Wollongong region
<b>Reporting to</b>	Settlement Services Manager
<b>Main Purpose of Position</b>	<ul style="list-style-type: none"> <li>• Provision of coordination liaison and establish frameworks and support the hub leaders in the region;</li> <li>• Provision of relevant guidance, mentoring and training for the hub leaders;</li> <li>• Develop and maintain effective working relationships with hub leaders and school principals (or their delegate);</li> <li>• Establish and/or support existing local governance / advisory structures local leadership groups, including school principals and other key local organisations in each local area;</li> <li>• Facilitate and support the development of collaborative practices and activities between hubs in a local area and relevant services;</li> <li>• Oversee local implementation of the Quality Framework, and work with each hub to complete assessment and make recommendations to CHA;</li> <li>• Identify gaps in service delivery in conjunction with hub leaders;</li> <li>• Ability to supervise and report on a timely fashion and as per program agreement.</li> </ul>
<b>Key Effectiveness Areas</b>	<p><b>Relationships management</b></p> <ul style="list-style-type: none"> <li>• Develop and encourage regular and strong relationships with school leadership and hub leaders;</li> <li>• Support hub leaders to understand existing networks and support them to develop relationships with local service providers that lead to services delivering programs at hubs; and</li> <li>• Be an advocate for hubs across the internal hubs network, your organisation and external stakeholders, ensuring the integrity of the program as well as attracting new resources.</li> <li>• Provide a coordinating role across the network to support efficient use of hub resources and leveraging of local community resources</li> </ul> <p><b>Building capacity of hub leaders</b></p> <ul style="list-style-type: none"> <li>• Develop and link hub leaders to learning and development opportunities as well as to the national Community of Practice which aims to connect hub leaders to learn from each other across the network;</li> <li>• Establish and facilitate a peer learning and support network in your region where hub leaders regularly come together to learn, de brief and find support;</li> <li>• Provide mentoring to hub leaders in a strategic manner</li> <li>• Support hub leaders in developing annual hub plans, and regularly assessing progress</li> <li>• Provide orientation to the hub leader role using tools and resources provided by CHA, to all new hub schools and new hub leaders;</li> <li>• Provide and facilitate</li> <li>• Facilitate NCHP training for local hub leader networks</li> </ul>

	<p><b>Operational/ Program management</b></p> <ul style="list-style-type: none"> <li>• Encourage collaboration and shared decision making across hubs in your region by organising regular advisory leadership meetings in collaboration with your CEO;</li> <li>• Provide contract management, including meeting reporting requirements in a timely fashion to IMS Manager;</li> <li>• Provide performance management to hub leaders in alignment with organisational policies;</li> <li>• Participate and support evaluation of hub activities and regularly document lessons and learnings across hubs;</li> <li>• Support hub leaders develop skills to be able to provide regular reports, including regular case studies to your organisation and to Community Hubs Australia;</li> <li>• Liaise internally within the support agency and meet organisational requirements;</li> <li>• Participate, lead and contribute to the national Community of Practice and governance meetings; and</li> <li>• Adhere to all legislative and program requirements.</li> </ul>
<p><b>Experience/ Qualifications/ Selection criteria</b></p>	<p><u>Essential</u></p> <ol style="list-style-type: none"> <li>1. Tertiary qualification in one or more field relating to community development, early years or settlement field</li> <li>2. Demonstrated ability to deliver programs understanding the needs of newly arrived families settling into communities, particularly those that engage with women and children;</li> <li>3. Demonstrated experience and knowledge of working with families within a settlement framework;</li> <li>4. Understanding of and experience working within an early years framework and ability to contribute to creating a culture of continuous improvement for local and national activities;</li> <li>5. Demonstrated ability to work collaboratively on the delivery of national programs to meet the needs of local communities;</li> <li>6. Experience and understanding of the local education system and the development and sustainable collaborative partnerships across a range of stakeholders;</li> <li>7. Commitment to the values of IMS;</li> <li>8. Possession of a working with Children Check (WWC) or ability to acquire one.</li> </ol> <p><u>Desirable</u></p> <ol style="list-style-type: none"> <li>9. Current NSW Drivers Licence.</li> <li>10. English as a second language</li> </ol>

**Please sign:**

Employee name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Dated: \_\_\_\_\_