



INFORMATION FOR APPLICANTS

COMMUNITY DEVELOPMENT COORDINATOR, L'ARCHE ADELAIDE

History

L'Arche in Australia began in 1978, with the aim of establishing and supporting communities, where people with and without an intellectual disability live relationships of mutuality and trust in households. There are well established L'Arche Communities in Canberra, Sydney, Hobart, Brisbane, Melbourne, and Communities developing in Adelaide, Bendigo & Perth.

L'ARCHE ADELAIDE began in 2013 with the shared vision of developing a L'Arche community in Adelaide and developing community housing in line with the L'Arche identity and mission.

In 2015: Became an incorporated association with Charitable status. Interim Board appointed and Initial Mandate (Strategic Plan) drafted. In 2016 a permanent Board was appointed.

2017: Community commenced offering weeks of Welcome & Hospitality which have continued.

2019: Community discussion and identification of rental property for first community home, the vacant rectory of St Francis of Assisi Anglican Church, Clarence Gardens and appointment of initial part-time Community Life Coordinator to foster community life. Monthly gatherings commenced in St Francis Church, with shared worship services and luncheons with the church community.

Current Goals

In 2019, a new Mandate (Strategic Plan) for L'Arche Adelaide was developed for 2019-2022, and this appointment of a **Community Development Coordinator** is to lead the Community in completing this Mandate covering Leadership, Community Building, Promotion and Funding.

Role Description

The role of L'ARCHE ADELAIDE Community Development Coordinator has four major dimensions:

1. Community building
2. Fostering & building relationships with L'Arche Australia
3. Networking with churches, government, disability providers and local community members, and area/regional publicity
4. Preparedness for service provision under NDIS

These dimensions are described under the following areas with goals:

1. **Community-building; Training; Spiritual Formation**
 - a. To enhance L'Arche Adelaide project's sense of community.
 - b. Develop effective staffing and training procedures.
 - c. Enhance opportunities for spiritual development amongst project members and friends.
2. **Networking; Publicity; Fundraising**
 - a. Enhance L'Arche Adelaide project's Networking, Publicity & Fundraising opportunities.



- b. Participate in the relevant committee life of L'Arche Adelaide project.

3. **Service Provision; NDIS Readiness**

- a. Undertake NDIS registration process
- b. Develop relationships with members with a disability and with their families and guardians
- c. Facilitate administrative, billing & payment systems suitable for effective running of household & programmes, plan procedures for HR & salary payment.
- d. Ensure house readiness for first house members with disabilities & assistants.
- e. Develop initial household programmes & rosters.

In this role the Community Development Coordinator will work closely with the Deputy National Leader L'Arche Australia and Board Chair, L'Arche Adelaide, and will benefit from

- Mentoring- when relevant, regular links via Zoom with existing Community Leaders
- Functional accompaniment by Deputy National Leader of L'Arche Australia- regular links via Zoom
- Sharing policies and experience of other established L'Arche Communities in Australia, in Melbourne, Brisbane, Canberra, Hobart and Sydney and communities in development in Bendigo and Perth.

The Board reserves the right to review and vary this Position Description as required, after appropriate consultation with the employee, in response to the changing needs of the Community and /or legislative requirements.

Contract of Employment:

The appointment will be made jointly by representatives of L'Arche Australia and L'Arche Adelaide. The contract of the appointee will be made with L'Arche Australia, and the appointee will be seconded to L'Arche Adelaide.

Reports to: The Board of L'Arche Adelaide and Leadership of L'Arche Australia jointly.

Remuneration:

Remuneration total \$41,673 (plus Work Cover),
Salary \$37,595 (ROLE 20.5 hrs/week)
Superannuation \$3,571
Leave loading (\$126.52 x 4 weeks) \$506.09
Salary packaging is available

Appointment Duration: 12 months

Review Date: Initial review at 3 months, with probationary period of six months

Qualifications:

- Tertiary qualifications or equivalent experience are desirable.
- Experience in roles with significant responsibilities in organisational leadership, management, and accountability in the area of disability.



- Current driver's license Australian or equivalent
- Current Working with Vulnerable People check
- Current National Criminal Record Check

Desirable Qualities for the Community Development Officer:

1. L'Arche Experience and Knowledge

- An understanding of the mission, vision, and ethos of L'Arche
- Ability to speak to government from a Gospel/L'Arche perspective – to see issues through the “lens of L'Arche”
- An understanding of the intellectual disability sector
- An understanding of the NDIS, its opportunities and challenges (or equivalent if an overseas applicant)
- An ability to be an advocate for people with intellectual disabilities.

2. Leadership

- The capacity to inspire and lead others to a common goal
- Ability to animate Community Events
- Ability to build positive relationships with community members and effective and positive working relationships with the Board, Government, and other professionals
- Ability to set clear standards and expectations of others
- Exercises authority with fairness and respect
- Ability to manage and resolve conflicts

3. Personal

- A person with initiative; proactive; a self-starter
- A person who is enthusiastic and excited about our future and the possibilities of L'Arche Adelaide
- A person of integrity, with a mature spirituality who lives the Gospel
- Open to asking for help and with the capacity to share weaknesses appropriately
- Capacity to keep a balanced life: to find rest, support, and nourishment

4. Organisational

- Administratively competent
- Ability to look for new opportunities to strengthen and develop the Community
- Competent computer skills
- Delegation skills
- Ability to prioritise

5. Communication

- A strong communicator - able to relate to a variety of people and situations – a strong networker – a community builder
- Ability to nourish and maintain existing relationships and commitments
- An ability to use social media effectively



Application Process: Please send

- CV (must include full employment history, education, qualifications, Nationality, contact details)
- Covering letter addressing the Desirable Qualities selection criteria
- Names of two referees

Due Date: Applications close on Sunday 18 October 2020 at 10pm ACST

Email applications to Deputy National Leader, L'Arche Australia at deputy@larche.org.au

Interested persons may contact Deputy Chairperson, L'Arche Adelaide at rochelle_w@hotmail.com if they require further information.

Short listed candidates will be notified within two weeks after the due date.