

Position Description

Position title:	Branch Coordinator
Hours:	20 hours per week – fixed term position for 37 weeks
Classification:	Social and community services employee Level 6.1
Conditions:	In accordance with the Social, Community, Home Care and Disability Services Industry Award 2010
Responsible to:	Sector Development Manager
Positions reporting to this position:	Branch-based volunteers
Overview:	<p>Community Information & Support Victoria (CIVIC) is the peak body for the community information and support sector. We are a not-for-profit agency providing advocacy and representation, sector development and operational support to our member agencies.</p> <p>CISVic delivers direct service in limited capacity at distinct sites.</p>
Position Purpose:	The Branch Coordinator will be responsible for overseeing and directing the provision of high-quality services at Community Information and Support Yarra Ranges (CIS Yarra Ranges).
Principal Responsibilities	
<ul style="list-style-type: none"> Coordinate and ensure that all services provided by CIS Yarra Ranges operate in accordance with CISVic's mission and values, policies and procedures and relevant 	

government legislation and standards as well as funding and service agreements requirements.

- Manage and support volunteers.
- Ensure open and effective systems of communication between volunteers at the support office and the opportunity shop. Develop and maintain a culture that encourages valuing of contributions and quality; commitment to the organisation's mission, values and goals; collaborative teamwork within and across programs.
- Ensure the effective management of CIS Yarra Ranges' emergency relief budget, ensuring efficient & effective financial systems are in place, seeking resources, monitoring progress and taking corrective action as necessary.
- Develop and maintain key stakeholder relationships and partnerships.
- Promote and advocate on behalf of CIS Yarra Ranges in a positive and professional manner.
- Work with staff, other service providers, peak bodies and government to develop strategies to address the needs of people who utilise CIS Yarra Ranges' services.
- Provision of regular reports, data, advice and issues papers to the Sector Development Manager as required.

Internal Obligations

- Commitment to CISVic's strategic plan and meeting goals of the operational plan
- Attend and actively contribute to team and working group meetings
- Contribute to day-to-day running of the branch

Key Selection Criteria

- A tertiary qualification in Community Development, Social Work or Welfare or a relevant discipline.
- Demonstrated leadership, organisational and management skills including interpersonal communication and written skills.
- Demonstrated understanding of and commitment to social justice and community development principles including a sensitivity to and/or experience in working with people from a diverse range of backgrounds.
- Demonstrated experience of working in direct service delivery with vulnerable members of the community.
- Experience in working with volunteer workers and commitment to the delivery of services by volunteer workers.
- Demonstrated submission writing and financial management skills.
- Familiarity with community organisations and services, current needs and awareness of government policies and processes.
- Well-developed computer literacy skills

Other criteria

- Victorian Police Check
- Working with Children Check

Reviewed by: Executive Officer

Date: June 2021