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| Position title | Community Centre Coordinator |
| Division | A2E |
| Classification | 7.1 |
| Prepared by | Arthur Townsend |
| Date | 04/11/2019 |
| Staff reporting to position | 2 |

# Position summary

Tangentyere Council Aboriginal Corporation (TCAC) is a community controlled
Public Benevolent Institution delivering human services and social enterprise activities for
the benefit of Aboriginal people from the Alice Springs Town Camps, Urban Alice Springs
and Central Australia.

Access to Education (A2E) is an innovative and unique program that supports Aboriginal children and youth to achieve positive outcomes in education, safety, and wellbeing in the Alice Springs Greater Region.

Community Centres are a central component of A2E and operate as a multi-purpose family resource. Operating from a strengths-based approach, each Centre aims to improve the health, social, environmental, and economic wellbeing of the community in a way that strengthens and respects culture.

Each Centre provides services and programs for residents and visitors of nearby Town Camps, with particular focus on community safety, school engagement, training and employment opportunities, alcohol and other drug prevention and family and domestic violence. This role includes working closely with the community youth worker and community members in developing, implementing a wide range of community led programs and services that are tailored to the needs and wishes of the community.

# Responsibilities

* Coordination and day-to-day management of the Community Centres, including referrals.
* Development, delivery, and evaluation of relevant programs, with focus on school attendance, AOD/VSM and community safety.
* Establish and maintain key strategic relationships and alliances with key stakeholders and service providers both internally and externally.
* Ensure compliance, monitoring and review of statutory requirements and responsibilities.
* Provide high level leadership and support to A2E staff and resources, to achieve organisational, strategic, and operational objectives.
* Other duties as required.
* Assist with achieving quality management objectives across the organisation.

# Major Accountabilities

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| Accountabilities | Performance indicators |
| * Coordination and day-to-day management of the Community Centres including referrals.
 | * Supervision and support provided regularly to A2E staff including performance review.
* Participation in regular staff meetings.
* Appropriate referral of clients reported.
* Liaison with A2E staff regarding appropriateness of referrals.
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| * Development, delivery, and evaluation of relevant programs, with focus on school attendance, AOD/VSM and community safety.
 | * Relevant programs occurred with attendance recorded.
* Portfolio of programs developed for activities and events.
* Development of a calendar of events and programs.
* Town Camp residents engaged.
* Regular program review.
* Positive representation in media.
* Funding applications developed in consultation with A2E Manager and submitted within deadlines.
* Report to funding bodies as per funding agreements in a timely manner.
* Records of data collection and participant records are up to date.
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| * Establish and maintain key strategic relationships and alliances with key stakeholders and service providers both internally and externally.
 | * Facilitation of cooperative working relationships and partnerships.
* Timely and open communication maintained with colleagues and external partners.
* Active engagement in, planning and leading events, meetings, and forums.
* Work closely with Tangentyere Council CDP to ensure that opportunities are provided for location-based training and skills development.
* Representation of A2E in regional, interstate, and national forums.
* Regular consultation with community.
* Broad knowledge of relevant programs and service providers in the sector.
* MOUs developed with A2E Manger and other stakeholders.
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| * Ensure compliance, monitoring and review of statutory requirements and responsibilities.
 | * Compliance with all statutes and legislation, and relevant training where necessary.
* Regular risk assessments and reports provided to A2E Manager, outlining the position in relation to compliance.
* Strong input into policies and procedures for engagement with external agencies.
* Child Safety and Mandatory Reporting statutes adhered to.
* A2E Policies and Procedures adhered to.
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| * Provide high level leadership and support to A2E staff and resources, to achieve organisational, strategic, and operational objectives.
 | * Development and implementation of best practice policies and procedures, including data collection and development of an evidence base.
* Recommendations for new evidence-based program development and youth development provided to A2E Manager.
* Active participation, organisation and sometimes running of regular staff meetings to ensure program expectations and KPIs are being met.
* Preparation of high-quality policy papers, submissions, and issues papers for the A2E Manager.
* Programs compliant with the Council’s Strategic Plan and A2E Policies and Procedures.
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| * Other duties as required.
 | * Work as a team to provide a safe and collaborative environment.
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| * Assist with achieving quality management objectives across the organisation.
 | * Commitment to the Tangentyere Council Quality Management Objectives.
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# Relationships

Internal

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| --- | --- |
| * A2E Manager
 | * Community Safety and Social Services
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| * All A2E Staff
 | * Reception
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| * Employment Services
 | * Human Resources
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| * CAYLUS
 | * Finance
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External

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| --- | --- |
| * Department of Children and Families
 | * Department of Education
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| * Educational Institutions such as schools, Batchelor, and Charles Darwin University
 | * Police
* Department of Justice
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| * Congress
 | * Legal Aid
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| * NGOs (e.g., Red Cross, Women’s Shelter, etc.)
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# Competencies

Tangentyere core competencies

* Commitment
* Teamwork
* Communication
* WHS
* Cultural Awareness

# Qualifications and Selection Criteria

Required

* Qualification and a minimum of three years demonstrated experience in Community or International Development and /or relevant discipline.
* Demonstrated ability to undertake complex tasks together with high-level conceptual and analytical skills, working in a cross-cultural context.
* Thorough knowledge of relevant existing service providers and funding bodies within the Northern Territory.
* Ability to undertake senior-level negotiations, and to build and maintain effective relationships with key stakeholders (internal and external).
* High-level strategic and operational skills in program development, planning, implementation, and management.
* Strong oral, written communication, and computer application skills.
* First Aid Certificate.
* Current NT Drivers Licence, Ochre Card and Current Satisfactory Police Check

# Verification

This section verifies that the position holder and the manager have read the attached position description and are satisfied that it accurately describes the position.

Position holder

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| --- | --- |
| Name |  |
| Date effective |  |
| Signature |  |

Manager

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| --- | --- |
| Name |  |
| Date effective |  |
| Signature |  |