



POSITION DESCRIPTION

POSITION:	Health Coordinator
REPORTS TO:	Senior Project Officer
HOURS:	Part-time (30 hours per week) <i>Men's Sheds of WA is a flexible employer; should a candidate wish to work less than the stated hours this will be considered and accommodated where possible.</i>
TERM:	18 Months (with the possibility of extension)
GRADE:	3.1 (Social, Community, Home Care and Disability Services Industry Award 2010)
SALARY:	\$32.54 p/h / \$64,299 pa (pro rata equates to \$50,762.40 pa) Salary packaging is available to employees (whilst Men's Sheds of WA continues to have DGR status).

POSITION CONTEXT

Men's Sheds of WA Inc is the peak organisation supporting Men's Sheds in Western Australia. We support over 180 Men's Sheds throughout WA and provide additional services to the Sheds that are financial members.

We are 100% not-for-profit and a registered charity. As part of a recent successful grant request to the federal Department of Health, we can create this position to further support and promote men's health and reduce social isolation.

Our vision: That all men have the opportunity to join a Men's Shed community, enhancing their wellbeing and health and enriching their lives and the lives of people in the local community.

Our mission: To support and promote the wellbeing and health of men through building a sustainable community of Men's Sheds.

Our values: Community, Collaboration, Inclusiveness, Diversity, Respect, Skills, Innovation, Mateship

Men's Sheds of WA is managed by a Board consisting of six elected members and three appointed members.

Operationally, we are a small team comprising of a Chief Executive Officer, Executive Assistant, Senior Project Officer, a Development Officer and Veteran's Officer (both employed on a casual basis) and a volunteer Chaplain.



PURPOSE AND FUNCTION

To work in the Men's Sheds of WA team to promote/ develop a state-wide program assisting sheds in promoting the advancement of men's health & reducing social isolation.

MAIN DUTIES

The Health Coordinator reports to the Senior Project Officer and is responsible for the Wellbeing and Health Program. These duties include:

- providing guidance to men's sheds in wellbeing and health. Organising and delivering health events and promoting the *Wellbeing and Health Officers* initiative
- providing a conduit between men's sheds and local health professionals and/or relevant community services/organisations
- promoting the benefits of sheds and their positive effects on wellbeing and health
- forming information and resource partnerships with reputable health and wellbeing organisations
- promoting the Australian Government National Shed Development Programme (NSDP) to men's sheds in WA
- working with sheds to promote strategies for positive health and wellbeing
- working with sheds across WA to demonstrate their social and economic value; including capturing their stories/ videos/ photos for use in reports and other marketing and promotional material
- contributing to the preparation and running of regular regional and metro based shed gatherings and meetings throughout the year; promoting best practice across sheds and for sheds to come together to share information
- contributing to the preparation and running of the biennial Men's Sheds conference
- developing and maintain positive relationships with Men's Sheds across WA to support and understand their needs, issues and opportunities
- undertaking activities as required to meet the intended objectives of the organisation.

SKILLS & EXPERIENCE

Essential

- Experience or strong understanding of health and wellbeing promotion.
- Exceptional interpersonal, negotiating, oral and written communication skills.
- Well-developed organisational and time management skills, including an ability to:
 - work within tight deadlines
 - use initiative
 - work effectively with minimal supervision.
- Project and events coordination experience, including organising and supporting forums and other meetings.
- Excellent computer skills including the MS Office suite.

Desirable

- Good analytical, problem solving and decision-making skills relating to customers and sensitive issues.
- Knowledge and understanding of the operation of Men's Sheds.
- Understanding of governance of not-for-profit organisations.
- Experience in establishing partnerships and obtaining sponsorship and grants.
- Marketing experience, including using social media.

Additional Requirements

- Use of your own car (car allowance is provided).
- Current valid driver's licence.
- Ability to undertake metro and regional travel as and when required (approximately 10 days of regional travel per annum).
- National police clearance check.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are set out in the Employment Contract.

Hours are to be worked flexibly to meet the needs of the organisation and work may be required to be performed at any time from Monday to Sunday.

The post is subject to a probationary period of three months.

The role is currently working from home with regular meetings at a shared office space. It is anticipated that, on Men's Sheds of WA securing a head office facility, the role will be predominantly based out of a Perth metro office with continued working from home and flexible working opportunities available.

The salary specified above compensates for any additional hours the employee may work and the employee will not receive any additional remuneration, including penalty rates or overtime, for hours worked. Time in lieu may be provided for approved additional hours worked.

Prepared by: James Wild, Chief Executive Officer

Approved by: Men's Sheds of WA President

Date: 16 September 2021