Position Description

| **Position Title** | Bicycle & Community Engagement Officer |
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| **Type of Employment/EFT**  | Casual – 8 hrs per week |
| **Program Area/Service Unit** | Education and Sustainability Unit  |
| **Award/Agreement/ Classification** | Pay negotiable on skills and experience.NHACE Agreement 2016 |
| **Reports To** | **Supervisor:** Edgar Caballero Aspe PhDEducation and Sustainability CoordinatorContact: 0466 336 642 edgar.c@banksiagardens.org.au**Alternate contact:** Taryn D’CostaSustainability Education OfficerContact: 0431 134 103 taryn.d@banksiagardens.org.au |
| **Location**  | Broadmeadows |

***Banksia Gardens Community Services***

Banksia Gardens Community Services is a vibrant community services organisation and registered charity operating in the northern suburbs of Melbourne. With a strong commitment to community development and action research principles, our programs focus mainly on education and training, young people, early childhood, environmental sustainability, gender equity and community participation and advocacy.

***Our Mission***

Banksia Gardens Community Services will be a leader in education, training and community engagement programs in Hume City and the northern suburbs. Our services will provide opportunities, particularly for those experiencing disadvantage and poverty, that lead to further education and employment pathways, enhance well-being and transform lives. Banksia Gardens Community Services will also focus on social justice advocacy and give voice to those in our community who suffer injustice.

***Our Values***

**Respect**

We genuinely acknowledge and respect each other’s individual values, beliefs, efforts, ideas and cultural and religious backgrounds.

**Integrity**

We maintain high standards of integrity, are ethical, honest and conscientious in our approach to work. We acknowledge and assume responsibility for our own actions and personal behaviour and we are entitled to expect the same of others.

**Inclusion**

We collaborate with the aim of empowering each other to be the best that we can, to connect communities, celebrate diversity and give voice to those who suffer injustice.

**Responsiveness**

We are proactive and act flexibly to empower our community when responding to community needs.

**Gender Equity**

We believe gender equity is fundamental in creating a just society. We will cultivate an equal work environment and will be a leader in gender equity as a means of achieving a thriving, safe community that is free from violence.

**Environmental Sustainability**

We actively support the principles of environmental sustainability, both locally and globally.

***The Program Unit/Team***

Banksia Gardens Community Services in Broadmeadows has environmental sustainability and social justice at the heart of our community organisation. The BGCS **Education and Sustainability Unit** runs a number of programs and activities that are building capacity to understand, act and respond to our community’s environmental and social challenges at the individual, organisational, local community and government levels.

The Banksia Gardens Estate (a social housing estate home to around 400 residents) neighbours Banksia Gardens Community Services. BGCS have recently completed the development of a multi-functional community gathering space and garden at the estate, with the intention of using the space to engage the community in a variety of activities, including bicycle workshops.

***The Position***

**Key Duties & Responsibilities**

We are looking for a team member to develop and implement the **Banksia Gardens Estate** **Bicycle Program**, engaging young people at the Banksia Gardens Estate with bicycle repairs, maintenance and upgrades.

Key responsibilities include:

* Bicycle Mechanics/Maintenance
	+ Set up a low budget bicycle repair workshop - sourcing tools, materials and equipment
	+ Maintain a safe, clean and tidy workspace
	+ Keep track of stock
	+ Source and repair donated bicycles
	+ Share knowledge of bicycle repairs and maintenance with a young cohort
* Community and Youth Engagement
	+ Listen to and and build rapport with young people from diverse backgrounds,
	+ Socialising and engaging with a diverse cohort of residents from the Banksia Gardens Estate.
	+ Develop and deliver youth-focused bicycle workshops and activities
	+ Be ready to activate ideas from community members, even if they are not related to the bicycle program.
* Organising Community and Social Events
	+ Set up activities
	+ Allocate tasks to volunteers, staff and participants
	+ Food ordering/preparation may be involved for community events

**Most importantly we need people who are willing to be flexible with the tasks as they might change with time and the needs of the programs.**

***Key Selection Criteria***

**Essential**

* Experience and knowledge of bicycle mechanics and workshops - repairs, maintenance and upgrades
* Experience working with young people from diverse backgrounds - ability to build relationships and rapport with young people
* Excellent communications and interpersonal skills - creativity, energy, compassion and a great sense of humour

**Desirable**

1. Training or significant experience in areas of youth engagement, education, social work and/or community development
2. Knowledge of electric bikes is desirable

**Qualifications, Registration and/or Experience**

1. Working with Children Check - essential
2. Police Check - essential

**Workplace Health & Safety and Risk Management**

All staff have a responsibility to workplace health and safety at BGCS. Staff are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve WH&S.

**General**

* It is the responsibility of all staff to work within BGCS’s Code of Conduct and represent BGCS as a professional and client-focused organisation and to promote its range of programs and services.
* Comply with and contribute to BGCS’s Policies, Procedures and Work Instructions.
* Carry out all other duties as directed consistent with BGCS’s Strategic Direction.
* Engage in ongoing professional development and quality improvement activities.
* Participate and actively engage in regular Supervision.
* Other duties as required to achieve position specific or organisational objectives.

***Additional information***

* Banksia Gardens Community Services (BGCS) is an Equal Opportunity Employer.
* BGCS is an organisation that values diversity. All employees are required to have an awareness of inclusive practice principles as they relate to the following vulnerable community groups: lesbian, gay, bisexual, transgender and intersex, Aboriginal and Torres Strait Islander, people with a disability, culturally and linguistically diverse and people experiencing poverty.
* The successful incumbent will be required to undertake and maintain a National Criminal History Check (NCHC) and hold a current valid Working with Children Check (WWCC). Appointment is subject to the outcomes of these checks and the provision of a recruitment screening Statutory Declaration (for new staff).
* BGCS is committed to promoting and protecting the interests and safety of children. BGCS has **zero** tolerance of child abuse. All staff working at BGCS are responsible for the care and protection of children and reporting information about child abuse.
* BGCS is committed to the promotion of gender equity and the prevention of family violence.
* BGCS reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to BGCS's area of operation.

***Acknowledgement***

I hereby accept and agree to the duties in the Position Description. I understand that this Position Description is to be read in conjunction with my Letter of Appointment and agree to abide by the terms and conditions stipulated therein.

| **Name:** *(Please Print)* |
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| **Signature:** *(Incumbent)* |
| **Date:** |