



Japara Neighbourhood House Inc
Key Information
Community Engagement

Position Status	Permanent Part Time (PPT). 6-month probation period.
Hours	15 hours per week. There is some weekend and after hours work requirements.
Workplace Collective Agreement	Neighbourhood Houses and Adult Community Education Centre's Agreement 2024 (NHACE 2024).
Classification/Rate	Schedule 3B – Neighbourhood House Employees. Class1 Level 2. \$35.57 to \$37.73 per hour.
Location	54-58 Durham Road Kilsyth – Kilsyth Community Hub.
Benefits	Portable Long Service Leave. Family / carer friendly workplace with flexible works hours and work remotely from home options available. Support with training and work within a team orientated workplace.
Key Selection Criteria	<ol style="list-style-type: none"> 1. Suitable experience and/or qualifications in community engagement/development or related areas. 2. Sound organisation skills and an ability to implement projects with strong stakeholder involvement. 3. Demonstrated experience in building effective and respectful relationships based on genuine partnership, inclusive principles that lead to strong program outcomes. 4. Excellent verbal and written reporting skills and sound computer skills. 5. Experience in working in a collaborative team environment. 6. A genuine interest in working with people to bring about meaningful change with a strong value driven approach leading to enhanced outcomes for community and participants involved in programs. 7. An ability to think creatively, respond to challenges as an opportunity for change and seek assistance when needed in a changing and fast paced environment. 8. Refer to 'About the Role' and 'About You' in the position advertisement and tell us about your attributes. 9. Mandatory pre-requisites – driver's licence, Working With Children Check and Criminal Record Check.



Japara Neighbourhood House Inc
Role Description
Community Engagement

POSITION TITLE	Community Engagement
Location	Kilsyth Community Hub 54-58 Durham Road, Kilsyth, VIC 3137 and The Japara Bridge, Kilsyth.
Workplace Agreement	Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2024 (NHACE 2024).
Reports	Coordinator Engagement
Liaison - Internal	Manager Japara, Chairperson/Executive Director, Childrens Services Coordinator, all staff, volunteers, tutors, trainers, Finance Administrator, Program Partners.
Liaison - External	Community partners, visitors, room hirers, community members, Yarra Ranges Council, State and Commonwealth Officers, engagement project or program stakeholders.

About Japara

Japara Neighbourhood House Inc has been serving the community for over 40 years. The Japara Strategic Plan identifies Japara as ‘village’ working to build a connected community by being a caring, inclusive and socially sustainable village.

We view every participant in our programs or services as a ‘partner’ in our priority focus to invest in a connected community, overcoming isolation.

When we invest in our community now, we are creating opportunities for positive outcomes for future generations.

Japara’s Core Mission:

Investing in a connected community

Japara’s Actions and Values that drive our outcomes and inform our choices:

Core Actions	Core Values
Engaging	Honesty
Enabling	Respect
Empowering	Responsibility
Collaborating	Caring

Child Safe Policy

Japara is committed to providing high quality services to all members of the community, including children. Safe access to these services is the right of all children and all employees are expected to respect this right. As such, Japara is committed to the safety and well-being of children and creating and maintaining a child safe organisation where children’s voices are heard.

Specific to Japara as an Organisation

Teamwork and Respect	All positions within Japara must have a whole of organisation approach working on the basis that all aspects of Japara programs, activities and services are working from a basis of integration or overall collaboration to achieve Japara strategic objectives.
Brand Ambassadorship	Work respectfully with Japara staff, volunteers, program and facility users, Board members, stakeholders and the community. Advocate for Japara and the local community and work with the Coordinator of Engagement and Manager Japara to enhance the Japara Strategic Plan through engagement projects or programs.
OHS	Maintain a safe work environment by ensuring compliance with all OH&S regulations. This includes being aware of all foreseeable hazards so that risks arising from these hazards are eliminated or controlled.

Primary Purpose of the Role

The Community Engagement position is responsible for working with project partners and stakeholders and identified community groups and participants to achieve identified outcomes that are consistent with Japara's Strategic Direction.

The Community Engagement role is responsible for providing active program implementation to enhance identified community benefit outcomes.

This position provides an opportunity for Japara to enhance community benefit outcomes with targeted groups or community members that will make a material and meaningful difference in their lives. The position requires flexibility, and an ability to adapt and work proactively with an inclusive and respectful approach at all times.

The following key functions are expected:

1. Establish professional working relationships with key project or program to enable constructive involvement and participation.
2. Develop goal and project target driven plans with stakeholder understanding and support to achieve community benefit outcomes for the project target audiences.
3. Develop meaningful and inclusive relationships with participants or relevant community members to ensure confidence in participation and the full benefit of the project or program is achieved.
4. Develop strong stakeholder networks to develop and advance opportunities including funding, program involvement or enhancements that can add value to identified project or program goals.
5. Initiate and implement administrative tasks such as reports, schedules, templates, funding applications, booking systems and feedback or evaluation mechanisms to support the implementation of programs and services and ensure funding accountability requirements can be met.
6. Work proactively with Japara staff and volunteers to ensure they are aware of and engage in projects or programs to add value and opportunity for participation.

Selection Criteria

Specific Role Responsibilities – Key Characteristics

1. Coordinate project delivery through established objectives which may involve supervising other employees or volunteers in projects or programs.
2. Build effective partnerships through stakeholder involvement and contribution leading to meaningful program outcomes.
3. Instigate effective project administration and management practices to ensure effective accountability, project implementation and engagement.
4. Work to achieve project objectives by being flexible and adaptive to work with different stakeholders and partners including Japara staff and volunteers.
5. Implement inclusive practices and build respectful and meaningful relationships that encourage value driven outcomes that make a real difference in participants' wellbeing and the wider community.
6. Plan your work and exercise initiative within overall program parameters, exercise judgement to solve problems using knowledge acquired through training or experience.

Qualifications/Experience

1. Suitable experience and/or qualifications in community development and community engagement or related areas to implement the position's key requirements.
2. Sound organisation skills and demonstrated ability to implement projects through planning, maintaining clear objectives and priorities to achieve outcomes.
3. Demonstrated experience in relationship building skills based on genuine participation, inclusive principles and practice and respectful relationships.
4. Excellent verbal and written reporting and communication skills.
5. Competent computer skills, including experience with an ability to use various applications to implement project objectives.

Personal Attributes

1. An ability to interact with a diverse population in a number of circumstances and settings.
2. A genuine interest in working with people and working collaboratively in a team environment is crucial to the position's success to bring about meaningful change.
3. Demonstrated ability to adapt to change and innovate through collective contribution.
4. Have a strong value driven approach respecting diversity and work against stereotypes that limit opportunity for change and meaningful outcomes for community and participants. Provide leadership for others to participate to effect real change for participants.
5. Be self-motivated and resourceful with an ability to follow procedures and take initiative when required and be flexible to adopt change when needed.
6. A sound understanding and belief in the principles of diversity and inclusion with a high respect for 'lived experience' and social justice outcomes and an ability to apply them in diverse settings and forums.
7. Build stakeholder involvement and contribution.

Mandatory Prerequisites

- Current driver's licence.
- Current Working With Children Check.
- Current criminal record check.

Working Relationships

- Reports to Coordinator Engagement.
- Receives direction from the Manager Japara.
- Works collaboratively with identified internal and external stakeholders.

Extent of Authority

- No financial delegation.
- Represent Japara to stakeholders and partners with authority in relation to identified project or program objectives.

Conditions of Employment

Specific employment conditions are outlined in the Employment Conditions document (separate and to be signed).

Employment is subject to the continued viability of the organisation.

Terms of conditions of employment will be based on the Neighbourhood Houses and Adult Community Education Centres Agreement 2024.

This position will be subject to a 6-month probation period.

Japara Neighbourhood House Inc (Japara) respects your right to privacy. The information we collect from applicants for this position is kept in accordance with information legislation. Your information will be used to assist in the selection of a suitable person for the position. Japara will not disclose your information to other parties without your consent to do so or unless we are required by law. Please note, in accordance with Information Privacy Legislation, it is your responsibility to ensure that those people you have listed as a referee are advised that you have provided your organisation with their contact details and that you have their consent to provide this information. For further information on your privacy policy and procedures please contact the Chairperson of the Board of Management. If successful, your details will be kept in a digital personnel file.

Signature of Employee:

Date:

Signature of Employer:

Date:

Japara Village



Core Mission

Investing in a connected community

We will build a connected community by being a caring, inclusive and socially sustainable village.

We view every participant in our programs or services as a 'partner' in our priority focus to invest in a connected community, overcoming isolation.

When we invest in our community now, we are creating opportunities for positive outcomes for future generations.

What is Japara ?

A not-for-profit organisation that provides opportunities for partners and community to participate in programs for all ages with intergenerational opportunities that are inclusive, supportive and engaging.

We view Japara as a 'village', welcoming, inclusive and through collective action and participation, supporting a safer, happier healthier community.

The proceeds of what we make from our economic activity are invested in socially sustainable services.

If we care for each other and care for the planet, at a local level, we all win.

Core Actions

That drive our outcomes

Engaging

Enabling

Empowering

Collaborating

Core Values

That inform our choices and decisions

Honesty

Respect

Responsibility

Caring