

Position Description

Position:	Communication & Fundraising Coordinator
Line Supervisor:	Strategy and Funding Director
Hours:	Part Time –20 hours per week 12-month Fixed Term Contract (with possibility of extension) Exact hours and days to be negotiated. Preference is for an appointment of between 3-4 days per week. Standard hours are no more than 8 hours per day, worked between the span of 8am – 4pm, Monday - Friday
Classification:	Grade 4 – Social, Community, Home Care and Disability Services Industry Award 2010 Salary range for 40 hours per fortnight is: \$44,523-\$51,526* <i>Includes current 3% loading subject to annual budget processes and up to \$17,500 flexible salary packaging including meal and entertainment.</i>

About you

You want to use your organisational and communication skills to make a difference in the lives of women, babies and children in your community. You enjoy:

- Being part of an inclusive, caring and compassionate team
- Working and communicating with a range of people and organisations, including contributing to strong, trusted partnerships across the community
- Helping contribute to fundraising events for a purpose: doing meaningful work that empowers women and gives back to the community
- Flexible hours and attractive salary packaging options

Karinya House Overview

Karinya House is a community based, not-for-profit organisation servicing the ACT and surrounding regions. For over 25 years, Karinya House has provided immediate support for women who are pregnant or have new babies and have nowhere else to turn.

As a twenty-four hour, seven day a week service, Karinya House is the only service specifically for pregnant and parenting women in the region, offering residential as well as outreach case management and support.

Karinya House recognises and acknowledges the unique lived experiences of women as they navigate building a future for themselves. Our practice framework is focused on developing a sense of hope and belonging, to effect lasting positive change in the lives of the women in contact with Karinya House.

By providing a framework of care that encompasses the whole person, practitioners walk alongside women as they develop their capacity to represent themselves and to make informed choices about their own lives. The Karinya House Practice Framework is founded within the principles of trauma informed care and practice. Individual casework management and flexibility in service provision are paramount at Karinya House.

Karinya is a non-religious, non-government and non-judgmental organisation.

Position Purpose

The Communications and Fundraising Coordinator will work closely with the Partnerships and Events Manager and the Strategy and Fundraising Director to ensure that Karinya House maintains strong communication across a range of mediums to attract and sustain trusted partnerships while effectively demonstrating organisational impact. The role will support the planning and delivery of professional and successful fundraising events and provide ad hoc support to strengthen fundraising initiatives, helping Karinya House achieve its objectives within its non-government fundraising strategy.

The Communications and Fundraising Coordinator is expected to share and progress the Guiding Principle, Core Purpose, Values, Outcomes, Vision and Objects of the Association.

Duties

The Communications and Fundraising Coordinator shall, in addition to the responsibilities outlined in [Social, Community, Home Care and Disability Services Industry Award 2010](#)

1. Events and Relationship Management

- Provide support to plan and deliver successful fundraising events, including liaising with event suppliers and attendees and; providing ad hoc organisational and logistic support.
- Coordinate and contribute to communication with individual, corporate and community donors, including responding to email and phone enquiries offering financial and in-kind support for Karinya House.
- Represent the values of care and compassion whilst still achieving fundraising goals, including attendance at external fundraising events as required.
- Work flexibly to address organisational needs as required

2. Communication

- Draft and coordinate production of communications collateral including but not limited to electronic and print newsletters, charity appeal and event collateral, website content and report publications.
- Draft and coordinate social media content and related marketing communications, including liaison with external agencies.
- Undertaking regular social media monitoring
- Responding to emails in a shared mailbox in a professional manner
- Undertake administrative duties within a cloud-based system in a timely manner.

3. Operational and Other Duties

- Contribute to promoting a supportive and caring atmosphere within the service and refer matters in accordance with organisational policies and procedures.
- Maintain and respect privacy and confidentiality of all Karinya clients.
- Maintain the highest level of professionalism, cultural sensitivity and adherence to organisational policy and procedures on Equity and Diversity and Workplace Health and Safety.
- Contribute to the effective and respectful use of volunteers to support the organisational goals.
- Contribute to the safe and effective operation of the organisational assets through undertaking of cleaning, maintenance or other related tasks as required.
- Attend staff meetings, as required.
- Attend professional training as required.
- May be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with the role.

Selection Criteria

- Proven experience in a communications or coordination role, preferably within the community services or not-for-profit sector, or qualifications (or working towards) in communications, marketing or event management.
- Commitment to the mission and values of Karinya House, including diversity equity and inclusion
- Excellent organisational skills
- Excellent written communication skills, including the ability to write for different purposes and audiences.
- Ability to think creatively and innovatively about how to communicate to build and maintain partnerships and demonstrate impact.
- Demonstrated ability to work collaboratively and productively within a team as well as an ability to take initiative and responsibility for own areas of work and manage competing demands.
- Experience supporting profitable, for purpose fundraising events (preferable)
- Experience managing social media and website content (WordPress) (preferable) or the ability to learn new systems.
- An understanding of, or willingness to rapidly learn about, Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse communities.
- A commitment to contributing to environments that promote child safety and wellbeing. An understanding of, or willingness to rapidly develop an understanding of child protection issues.

Additional Position Requirements

- Demonstrated computer literacy with ability and willingness to embrace new technologies and use cloud-based technology to manage client files.
- Ability to work flexible hours as required, including occasional work outside of standard work hours to attend scheduled Events.
- Current unrestricted Drivers Licence.
- Current First Aid Certificate (including CPR), or ability to obtain one prior to the commencement of employment.

Position Notes

- Being female is a genuine occupational qualification of this position under section 34 of the Australian Capital Territory Discrimination Act 1991.
- Aboriginal and Torres Strait Islander people, or people from Culturally and Linguistically Diverse backgrounds are particularly encouraged to apply.
- You must have rights to work in Australia.
- Karinya House is located in a residential area in North Canberra. The location offers free on-site parking and bus connections.
- The salary indicated in this Position Description includes a 3% salary loading. The loading is intended to be ongoing, however it is subject to any major or unforeseen budget changes and is reviewed on an annual basis as part of the budget cycle.

Background Checks

All volunteers and staff of Karinya House are required to have the following documents and background checks:

- Working with Vulnerable People Card
- Driving Licence record for the last 10 years from the relevant state/territory authorities, where you have held a driver's licence during this period.
- National Police Check.
- International Police Check if you have lived overseas for more than 12 months in the last 10 years.
- Suitable Person Record Check by Children, Youth and Families.
Please be aware as part of this background check you will be asked for personal details and background information including the personal details of any of your children and any other children for whom you are or have been a carer for.
Along with information regarding any criminal history, domestic and/or family violence matters or involvement with any statutory child protection systems.

Once appointed, the Strategy and Funding Director or Finance and Administration Officer will assist you in obtaining the necessary background checks.

Submitting an Expression of Interest

Expressions of Interest from suitably experienced and qualified candidates are ***currently open. Applicants will be assessed for immediate interview, based on their EOI (where it is assessed as applicable). Please provide your EOI at your earliest convenience***

Expressions of Interest must include the following:

- A Curriculum Vitae.
- A brief response to how your experience and qualifications meet the selection criteria.
- Details of two referees. Only referees of shortlisted candidates will be contacted.

Expressions of Interest should be submitted to Ellen Field, Strategy and Funding Director at Ellen.Field@karinyahouse.asn.au

Shortlisted candidates will be required to attend an interview following review of their EOI.

Enquiries about the Position

For further information on the position, in the first instance please contact Ellen Field, Strategy and Funding Director at ellen.field@karinyahouse.asn.au