



POSITION DESCRIPTION

Community Recreation Coordinator

Reporting

Reports to: Victorian Program Manager

Key Relationships

Australia: ERF & ERFAP Operational team, external parties and the local community.

Tenure and FTE

This role is based at our Mt Atkinson office (Melbourne) and will involve regular work offsite at our two Beveridge venues and regional areas to deliver funded outdoor programs.

This position is a two-year fixed term, full-time contract (38 hours per week).

This is a Social, Community, Home Care and Disability Services Industry Award (SCHADS) position. It is graded level 4 with the Award definitions.

Context

Through a partnership model, Edmund Rice Foundation (ERF) has access to land and buildings that support local community development initiatives. Our overarching purpose is to foster community connectedness and to build socially cohesive, vibrant neighbourhoods.

The Community Recreation Coordinator will focus on engaging with community members and organisations in the Mt Atkinson and Beveridge areas. Working as part of a team, the coordinator will develop an understanding of local needs and service gaps and will collaboratively design activities and programs that make use of ERF facilities as well as additional resources accessed through partnerships with other organisations.

New housing estates present a valuable opportunity to strengthen the broader neighbourhood, benefiting both new residents and the established community nearby. The Community Recreation Coordinator will bring these communities together by building networks and relationships, developing and delivering programs and activities, and working closely with ERF colleagues.

A key part of this role is to utilise diverse opportunities that exist within recreation, leisure, arts and sport to promote relationship building, social cohesion, participation and capacity strengthening. The position is multifaceted, requiring the Coordinator to lead programs, manage program logistics, and undertake administrative duties with equal priority. The role also involves hands-on care of ERF venues, ensuring that resources such as the mountain bike trails and high ropes course are safe and well maintained.

Key Responsibilities

Community Engagement

- Regularly collaborate with Community Development Coordinator to understand local social needs, gaps in local service provision and possible partnerships.
- Collaborate with other staff to deliver activities and projects at our Beveridge and Mt Atkinson sites as per each Community Services Agreement and alternative venues according to different funding arrangements.
- Collaborate with local government, community organisations and community members to maximise the activity opportunities at Mt Atkinson and Beveridge.

Program Delivery

- Design activities and projects that respond to community identified needs, align with ERF's programming strategy, and utilise established ERF logical frameworks.
- Ensure activities and projects are planned and delivered in accordance with approved budgets and ERF financial policies and procedures, and monitor expenditure against approved budgets.
- Coordinate the organisation and delivery of activities and projects that respond to community needs and the opportunities available at our Beveridge sites and Mt Atkinson.
- Ensure programs and projects have clear objectives, outcomes and indicators, and monitor progress against these indicators.
- Coordinate the collection of relevant program data and information to support monitoring, evaluation and continuous improvement.
- Prepare and submit quarterly program reports to ERF Head Office through the official ERF online reporting portal.
- Identify suitable stories of impact that demonstrate program outcomes and community benefit, in accordance with ERF storytelling guidelines, and work collaboratively with the ERF Communications and Marketing team to develop stories and content for donors and other stakeholders.
- Identify and manage risks associated with activities and projects, ensuring appropriate risk assessments and risk management measures are documented and maintained in accordance with ERF requirements.
- Creatively use recreation, leisure, art, food, culture and sport as key streams for programs.
- Contribute to safe, welcoming and relationship-based programs across all venues.
- Report any maintenance issues to the Victorian Program Manager and assist with managing the most appropriate course of action
- Supervise and coordinate volunteers involved in programs.
- Supervise university students that are on placement when on program
- Implement processes to evaluate program delivery, effectiveness and feedback loops to ensure ongoing service and venue improvement.

Partnerships

- Proactively seek opportunities for ERF to collaborate with other organisations to deliver community beneficial programming.
- Support the development of grant applications, including providing relevant program information, needs analysis, outcomes, indicators and supporting evidence.
- Develop and maintain effective relationships with local government, community organisations, funding bodies and other potential partners.
- Understand and promote our unique approach of being community based, responsive to community needs, culturally sensitive and flexible in our program organising and delivery.
- Coordinate effective, equitable and legally sound responsibilities between the different parties involved in cooperating on shared projects.

Other

- Be responsible for maintenance of structure, equipment and location, following industry standards, required inspections and updating of all relevant policies and procedures of high ropes course at Mt Atkinson
- Use of power tools and other tools to construct different structures and obstacles to assist development of site activities
- Assist with site maintenance, minor repair jobs and cleaning when suitable

Authority Limits

All actions undertaken and expenses incurred must follow and be in accordance with ERF's policies and procedural requirements.

Key Selection Criteria

- Passion for Outdoor Recreation, Leisure and Art principles and approaches
- Practical strategies for engaging community members and partners
- Excellent communication skills across diverse communities and age groups
- Demonstrated ability to work respectfully with diverse communities and age groups
- A tertiary qualification (or working towards one) in Recreation, Outdoor Education, Social Work, Community Development, Teaching or a related field OR a minimum of 5 years' experience working in a similar role within the recreation sector
- Previous experience using activity as a vehicle for community development
- Your own vehicle to travel between project sites
- First aid certificate (can be acquired after successful appointment).

ERF's commitment

ERF is committed to fostering, cultivating and preserving a culture of diversity and inclusion. We embrace differences including but not limited to age, race, ethnicity, indigeneity, gender, disability, religion and other characteristics of uniqueness. We welcome people with different skills and life experiences and encourage applications from all suitably qualified and experienced individuals. Applicants can request a reasonable adjustment at any stage during the recruitment process by getting in touch with ERF.

ERF is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity or financial misconduct. The safety and wellbeing of children is a priority for ERF. This role will have direct contact with children. All staff must comply with ERF's Child Protection Policy, Protection from Sexual Exploitation, Abuse and Harassment (PSEAH) policy and Codes of Conduct. Employment is subject to a National Police Check and Working with Children Check.

ERF recognises and rewards our staff and can offer benefits including NGO salary packaging, flexible working conditions, professional development opportunities and free parking onsite. *The Employer reserves the right to vary this position description in response to its changing needs.*