

POSITION DESCRIPTION

Position Title	Support Co-ordinator – Community Hubs Australia
Employment Type	Fixed Term, until 23/12/2022
Reports to (Title)	EO, Greater Shepparton Lighthouse
Date created/revised	January 2022
Position Type	Part Time 19.0 hours p/w – 0.5 FTE

The Lighthouse Project

Vision

Greater Shepparton Lighthouse offers all young people the chance to realise their full potential and thrive.

Purpose

To improve the wellbeing and educational outcomes of young people from conception to career.

Commenced in 2014, Greater Shepparton Lighthouse is leading a community movement that involves hundreds of local people in supporting every child to succeed.

Greater Shepparton Lighthouse is an evidence-based project that engages parents, young people, residents, community leaders, government, funders, thought leaders and academics.

We track, monitor and improve the trajectory for all children so that more are ready for school; transition successfully to secondary school; are healthy and happy in their teens; complete year 12 and transition to work and post-secondary study.

Job Purpose

The Support Co-ordinator – Community Hubs Australia supports the Community Hubs Australia hub leaders in Shepparton to deliver a quality offering by providing the necessary organisation, support, guidance, connections and opportunities needed for the hubs to thrive.

The Co-ordinator acts as the conduit for connection between the sites, to local services and opportunities, and the national team and network of hubs to support the delivery of an offering aligned with the outcomes-based framework for the national program. The role requires people, reporting and contract management.

Scope of the Job

Community hubs are based in schools and collaborate and engage with culturally diverse, disadvantaged communities across Australia. Every hub is different, but works towards a common goal of building social cohesion in Australian communities through engaging culturally isolated families, building local connections and delivering formal and informal skills training. Hubs focus on supporting families to connect opportunities in the early years space, aiming to improve child development and school readiness as well as enhancing settlement outcomes. Hubs focus on partnerships that encourage existing services to deliver their projects at the hubs. Programming is tailored to each individual hub after consulting with families and with the support of the national network.

Overall Impact

This is a change leadership position that will have a significant impact on organisational and community outcomes.

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The aim is to deliver significant change in the outcomes for young people in Greater Shepparton using a collective impact approach and adopting bold, enabling, catalytic, innovative, and collaborative ways of working, as well as working within the frameworks of Community Hubs Australia.

Special Features or Challenges

The special features or challenges of this role include:

- Data, analytics and research will support and inform the work.
- This role reflects the values of Greater Shepparton Lighthouse in the community.
- The role will require leadership and a flexible and innovative approach and excellent collaborative skills.
- Inevitably in change leadership tensions occur as new initiatives and ways of working are developed to challenge old paradigms.
- You will require resilience and a focused approach to outcomes.

Level of Authority

Level of authority to approve expenditure as is table in the Delegated Authorities

*Operating supplies, \$500<

*planning and project scope, up to \$1,000<

Constraints of Job Authority

Constraints to the job authority include operational expenditure and strategic planning direction.

Decisions Referred to Manager

Any decisions outside the level of authority to be referred to the EO, the Lighthouse. All publications/media and senior stakeholder engagement that could impact reputational risk, to be referred to the EO, the Lighthouse for consultation and review.

Sources of Guidance provided by the Organisation

<ul style="list-style-type: none"> • Greater Shepparton Lighthouse Policies and Procedures 	<ul style="list-style-type: none"> • Greater Shepparton Lighthouse Code of Conduct 	<ul style="list-style-type: none"> • Greater Shepparton Lighthouse strategic documents 	<ul style="list-style-type: none"> • Greater Shepparton Lighthouse Volunteer Guidelines
<ul style="list-style-type: none"> • The Governance Institute Australia, governance principals and standards 	<ul style="list-style-type: none"> • Work, Health & safety Act 	<ul style="list-style-type: none"> • Policies and procedures relevant to settings (eg Schools) 	<ul style="list-style-type: none"> • Child Safe Standards Victoria

POSITION DESCRIPTION

Key Accountabilities

1. Hub leader engagement, collaboration and performance
 - Develop systems and provide guidance to support the hub leaders connect with their school and local community.
 - Encourage collaboration between the hub leaders by organising regular opportunities.
 - Develop performance requirements and opportunities for continuous learning and improvement for the Hub Leaders.
2. Effective school leadership engagement and collaboration
 - Develop and implement engagement strategies to work with the Principals in the region.
 - Encourage collaboration with the school leadership to ensure engagement with the Hubs.
3. Data insights and learning to support hubs
 - Analyse the data provided by CHA and utilise the insights to support the hub leaders improve the quality of their hub.
 - Source additional data sources to support the hub leaders improve the quality of their hub.
4. Community engagement
 - Identify and engage with key stakeholders/committees and relationships to deliver clear outcomes for Community Hubs.
 - Support hub leaders to understand their local networks and connect with local service providers.
5. Peer leadership and support
 - Establish and facilitate a peer learning and support network across other support agencies.
 - Champion the hubs and create connections within Lighthouse and across other related programs.

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Knowledge, Skills, Attributes and Experience

Key Selection criteria

- Strong written and verbal communication skills – able to exchange information, inform, influence and negotiate
- Self-directed - you are competent in establishing and delivering on a workplan.
- Able to understand and analyse data and use to inform decision-making.
- Able to form and maintain strong working relationships.
- Hold a current Working with Children Card and Police Check and current driver’s license

Desirable Experience and Knowledge

- Demonstrated experience in project management, and leading and managing people to achieve successful outcomes
- Relevant experience or qualifications such as community development, early years or settlement field
- Knowledge of information management systems, records management, reporting functions for organisations
- Strong interpersonal skills to engage and seek collaboration and co-operation from a range of partners and individuals.

Occupational Health and Safety

Employees and Managers to accept responsibility for:

- A continuous improvement focus, in your leadership capacity, to identify and participate in the implementation of current ideas that will improve client delivery and business efficiency
- Working to approved procedures and encouraging others to do the same
- Supporting and participating in improvements to work processes to minimize risks
- Reporting and discussing with management suitable control measure

Support Co-Ordinator – Community Hubs Australia

Name.....Signature.....

Executive Officer, GSLP

Name.....Signature

Date: