

Position Description

1. POSITION DETAILS	
Position Title	Community Activities Coordinator
Company	
Location	Yarrabah
Reports to	Participation Support Team Leader
Supervises (if applicable)	
Position Type	Full Time
2. PURPOSE	
A brief over of the role	
<p>To identify, create and manage Personal Development, Community, Educational and Employment related activities for Participants within the Yarrabah Employment Services Model.</p> <p>Many Yarrabah Participants experience multiple non-vocational barriers to becoming job ready. The activities will foster engagement with the model as well as improving the wellbeing and employment prospects of Participants.</p> <p>Engagement with stakeholders like the Yarrabah Leaders Forum, Yarrabah employers, the Elder's group, local schools, childcare, medical centres and the local Church will be critical to ensure the activities are successful.</p>	
3. PRIMARY RESPONSIBILITIES & KPIs	
Describe the key responsibilities and duties of the role	
<p>Leadership & Management</p> <ul style="list-style-type: none">• Develop and manage professional, relevant, engaging and effective activities to the community, participants and stakeholders.• Manage the Activities to proactively ensure all processes and systems are used in accordance with operational, cultural and compliance needs.• Ensure forward planning is completed for each month of activities.• Actively report to General Manager / Participation Support Team Leader any issues, concerns and barriers to work plan and engagement activities as they arise. Provide strategies and solutions to overcome any identified barriers.• Effectively and efficiently manage compliance and reporting, finance and performance progress ensuring operations are compliant in adhering to the Yarrabah Employment Services Model <p>Business Strategy & Performance</p> <ul style="list-style-type: none">• Understand contractual compliance and protocols and ensure they are adhered to as good practice or set leading practice within the group or industry through applying innovative approaches.• Work closely with the Participation Support Team Leader and other stakeholders to drive performance. <p>Financial Management</p>	

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- In consultation with the General Manager, forecast forward projection of outcomes and expenditure for approval.
- Monitor and maintain operational activity to meet budgetary requirements. This will involve creating and/or reviewing all Purchase Order Requisitions in relation to Activity Expenditure before being sent to General Manager for approval.
- Structure and manage the asset register for all Activities – tools, equipment, consumables and PPE (assets \$500 and above)

Manage Personnel

- Actively work with General Manager & Participation Support Team Leader to monitor performance and jointly develop field teams (if required).
- Ensure all Activity staff timesheets are accurately completed on a weekly basis and processed in the appropriate timeframe (if required)

Accountability

- Accept responsibility & accountability for Activities implemented under the Employment Services Model ensuring ownership of the actions, outcomes and strategy of engagement initiatives through clear and honest activities
- Maintain confidentiality and adherence to all organisational policies and procedures by self and all stakeholders and take action to address breaches when they occur.

Quality & Risk Management

- Ensure all actions of teams executing Activities comply with all set Quality Indicators and processes.
- Undertake regular analysis of Activities and services to identify any potential risks to operations, outcomes or stakeholders.

Support Innovative Approaches

- Work with the General Manager (in consultation with the Participation Support Team Leader) and other stakeholders on the review, adjustment and implementation of appropriate Activities. Identify and discuss new innovative projects to benefit the Yarrabah community.
- Ensure continued promotion of all “the Entity” activities to promote and increase the image of the model through Good News Stories and other marketing activities in consultation with the General Manager

Reporting

- Proactively report and brief the General Manager and other stakeholders on emerging issues and /or potential risks to the business; present solutions / actions to mitigate risk.
- Respond in a timely and accurate manner to questions/enquiries, correspondence and reporting needs from General Manager, government agencies and other functions / operations within the group.
- Preparation & delivery of reports to General Manager and other stakeholders – including accurate process and activity status reports

Stakeholder Relationships

- Establish and maintain effective relationships (including attending any required meetings) with Traditional Owners, Community Leaders, Industry (employers) and government agencies (where required). For example Yarrabah Leaders Forum, local Yarrabah employers, the Elder’s group, local schools, childcare, medical

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centres, Yarrabah Aboriginal Shire Council and the local Church

- Ensure all known information on community issues/events that may impact on the organisation is communicated to the General Manager and Participation Support Team Leader

Workplace Health & Safety

- Ensure all team members and operations adhere to requirements, policies and procedures in line with regulations and legislation as well as EEO and employment diversity principles and practices.
- Ensure 100% compliance with Workplace Health and Safety regulations, 100% of incidents and injuries are reported and corrective actions taken
 - Complete all necessary safe work method statements, site inspections, risk assessments and toolbox meetings for all activities and report on the completed risk assessment outcomes
 - Coordinate all vehicle inspections, ensure vehicles are cleaned weekly and maintained appropriately.

While a representative of the duties and responsibilities of the role, this Employment Position Statement does not imply that these are the only duties to be performed. The employee may be required to follow any other lawful instructions and to perform any other duties reasonably requested and within the assessed skills of the employee.

4. KNOWLEDGE / EXPERIENCE / QUALIFICATIONS

What specific knowledge / experience / qualifications are required for this role

Essential:

- Good communication (written and verbal), consultation, negotiation and leadership and coaching skills.
- Capacity and a willingness to undertake training and mentoring as required
- Sound organisational and time coordination skills, self-driven, results-orientated with a positive outlook.
- A clear focus on high quality customer service
- Ability to interpret and communicate contractual and legislative needs to diverse audiences.
- Driver's Licence (manula/open) and relevant Child Suitability Card or ability to get one.
- Skills in using Windows based software, Internet, Email.
- Skills and/or qualifications in Activity Management and/or Project Management would be desirable but not essential.

5. EMPLOYEE ACCEPTANCE

I accept and understand the responsibilities and duties of this role

Name of Employee	
Date of Commencement	
Signature	
Date	