



POSITION TITLE: Community Development Worker – May 2021

TENURE: 12 Month Contract

REPORTS TO: Neighbourhood Houses Barwon Network Coordinator

HOURS: 20hrs per f/night

SUPERVISES: NIL

LIAISES WITH: Neighbourhood Houses

CLASSIFICATION: Neighbourhood House and Learning Centres Collective Agreement 2018 Schedule 3B Class 11 level 4 2nd year

CONDITIONS: As per the Neighbourhood House and Learning Centres Collective Agreement 2018. Employment is offered in line with award conditions subject to qualifications and experience.

PROBATION: 3 months

Organisational Context

Neighbourhood Houses Barwon Inc. (NHBarwon) is a not for profit organisation, governed by a Committee of Management, elected annually, whose members are drawn from the NHBarwon member houses. The work of the NHBarwon is supported by the part time Network Coordinator. The NHBarwon office is based in Grovedale Geelong.

Vision and Mission

Vision: Community development principles and practice delivered with a sense of unity and a collective voice.

Mission: Enabling the delivery of quality community development through high level representation, advice, guidance and support.

Values

Accountability: Highest professional standards that are responsive to the changing needs of our members and funding bodies.

Innovation: Striving for excellent, efficient and effective methods of continuous learning and improvement.

Integrity: Honest, respectful, consistent and ethical in our behaviour, relationships and work. Honouring diversity by listening, understanding and maintaining confidentiality.

Leadership: Role modelling best practice and advocating on behalf of our members.

Passion: Passionate about living our mission and embedding community development in what we do.

Neighbourhood Houses Barwon

45 Heyers Road, Grovedale 3216

Phone: 03 5241 4810 Email: info@nhbarwon.org.au

www.nhbarwon.org.au



Position Objective

The position will provide project/administrative support to the Network Coordinator, with a focus on the maintenance of NHBarwon profile, projects, communication with members and external stakeholders.

Key position responsibilities and duties:

- Support the maintenance of the NHBarwon web site.
- Support the project work and administrative tasks of NHBarwon.
- Support with the editing, maintenance and updating of current social media including Facebook, Twitter and You Tube.
- Support the production of the NHBarwon communication.
- Support the Network Coordinator in providing up-to-date information and resources to members
- Assistance with organisation and coordination of Annual Report and Network publications as required.
- Maintenance of key document and filing systems,
- Prioritization of work in accordance with NHBarwon requirements ensuring work is completed in a timely manner and within deadlines.
- Being proactive and taking initiative with actions and tasks required.
- Other duties, appropriate to the position, as directed by the NHBarwon Network Coordinator.

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