



## POSITION DESCRIPTION

### Skills Connect Project Coordinator

#### Position Details

Position Title:	Skills Connect Project Coordinator
Reports to:	Community Engagement Manager
Hours:	15 hours per week over three days, during House opening hours (9.30am-3.00pm, Monday, Tuesday, Thursday and Friday), as agreed. Attendance at some after-hours events may be required. Additional hours may be worked to meet operational and program requirements.
Location:	Riddells Creek Neighbourhood House, 59 Main Street, Riddells Creek
Classification:	Social and Community Services Employee, Level 3.1 - 4.1, casual + superannuation depending on qualifications and experience.
Contract term:	Fixed 7 month term (approx. 22 weeks) until 30 June 2025.
Conditions:	Per Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2024.
Probationary period:	Two months

#### Position Objective

The Skills Connect project is a specific program developed to fulfil a DFFH grant and must be completed by June 30, 2025.

#### Key responsibilities

Applying initiative, with the ability to work with minimal supervision, and a strong people focus, the Skills Connect Project Coordinator has primary responsibility for completing this specific DFFH funded project within the specified period.

#### Culture

Acting as a role model to all House stakeholders by behaving in accordance with the values outlined in the House's Cultural Statement and Code of Conduct.

Being a team player – working collaboratively and constructively with colleagues and other volunteers to achieve common goals.

## Special project – Skills Connect

Supported by the Community Engagement Manager, actively coordinate the development and evaluation of the Skills Connect project and ensure alignment and focus on community development practices.

Skills Connect is funded through a dedicated DFFH grant and aims to build volunteer capacity in Riddells Creek, with the aim of widening access to the model developed across other Neighbourhood Houses.

Through the development of a central database, the project will coordinate and connect local community organisations with appropriately skilled volunteers. This will involve reaching out to new potential volunteers in the community, identifying skills and capabilities and reaching out to community groups and identifying their needs. Then bringing this together to link appropriately skilled volunteers with local organisations that are a good fit.

Skills Connect aims to build the capacity of community groups to build on their collaborative work, demonstrating that sharing of resources can create efficiencies and decrease duplications.

### Specific tasks and timeline:

- Review risk and reporting framework and processing, including risk register and Monthly Board Reporting template (December 2024)
- Work with IT software developer re development of database (December/January)
- Establishment of compliance requirements collection and recording data (e.g working with children checks, police checks, position description and training requirements) which are to be included in the database (January 2025)
- Develop checklist and application processes (December 2024)
- Working with website developer to create website pages and connection to database (December 2024)
- Re-engage the connection made with previously registered community group and volunteer registrations and starting the database input and develop promotional matching process with these organisations (December 2024)
- Evaluation plan to be developed based on the intended outcomes of the project (January 2025)
- Redevelop promotional and communications strategy to recruit more organisation and volunteer registrations (January/February 2025)
- Round table to be developed with Riddells Creek organisational contact list to re-engage and encourage organisational registrations (February 2025)
- Develop targeted workshop for individual volunteers - *Volunteering in Riddells Creek in 2025 - Upskilling, develop confidence and make connections* (February 2025)
- Develop targeted workshop for organisations - *Volunteering in Riddells Creek in 2025 - how to match your organisational needs with volunteers* (February 2025)
- Develop promotional materials:
  - postcards
  - posters
  - social media tiles

## Sustainability and Social Enterprise development

- Stakeholder meetings and sustainable program development.
- Plan a Macedon Ranges Neighbourhood House Network Meeting (with RANCH and MRSC) to develop a regional volunteering program for other NHs to replicate and deliver.
- Consider Social Enterprise model options and develop business plan, including the options that Skills Connect Database software program to be purchased by each NH at a set fee, or contributions from community groups and/or financial donations to register are charged/collected (April/May 2025)
- Incorporate database and volunteer coordination into a role (either paid or volunteer) within Riddells Creek NH.
- Recruit a volunteer in May 2025 for handover July 2025 (NB - if the Social Enterprise model can be developed, or a grant can be obtained RCNH will maintain the Skills Connect Project Coordinator a paid staff member.)

## Key Selection Criteria

1. Experience working for a community based not-for-profit organisation.
2. Demonstrated ability to relate and recruit volunteers for program activities.
3. Experience delivering training and workshops in community settings.
4. The ability to relate well to people from a variety of backgrounds and with a broad range of community stakeholders.
5. Excellent email and general communication and writing skills.
6. Competency using technology (including proficient use of Microsoft Word, Excel, Google Drive, Canva, and social media platforms)
7. Experience using social media and other promotional activities (publicity, editorial, etc.) to generate public awareness with demonstrated successful engagement with projects.
8. Strong organisational skills including an ability to work with limited supervision, to set priorities, monitor workflow, and meet tight deadlines.
9. The ability to use initiative to respond to opportunities or challenges.
10. Well-developed problem-solving skills.

## Mandatory requirements

- Police Check
- Working With Children Check
- Child safety training (training will be provided by the House)

***An immediate start is preferable and to be available in November/December 2024.***