

## Employee Position Description

Position Details		
<b>Position Title:</b> Community Marketing and Engagement Coordinator	<b>Department:</b> Community, Trentwood Community House	<b>Agreement:</b> <i>Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016</i>
<b>Reports To:</b> Neighbourhood House Coordinator, Trentwood Community House	<b>Location:</b> Trentwood Community House	
<b>Direct Reports:</b> N/A	<b>Employment Status:</b> Perm Part Time	<b>Classification:</b> Community Development worker Level 3
Position Primary Purpose		
<p>This role will work closely with the Neighbourhood House Coordinator to develop the community house as a welcoming and inclusive space that provides programs and events to meet the needs of the local community and encourage community participation. This position will support the delivery of special events, projects and activities to encourage community participation.</p>		
Decision Making Authority		Key Relationships
<b>Decisions made independent of Manager</b> <ul style="list-style-type: none"> <li>Create promotional and advertising collateral including term brochures, website updates and social media posts</li> <li>Promotional and marketing activities including planning events that promote the community house and community engagement</li> <li>Manage ongoing room hiring agreements and partnerships</li> </ul>		<b>Internal</b> <ul style="list-style-type: none"> <li>Trentwood Community House team</li> <li>Hawthorn Community House team</li> <li>AccessHC Customer Service team</li> <li>AccessHC Volunteer Manager</li> <li>AccessHC Accounts Team</li> </ul> <b>External</b> <ul style="list-style-type: none"> <li>Boroondara Council Community Planning</li> <li>Boroondara Facilities team</li> <li>Local Service providers and organisations</li> <li>Boroondara Neighbourhood Houses Marketing team</li> </ul>

*This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. AccessHC employees will therefore be expected to comply with manager's directions when and as required, which may include completion of duties not listed in this document.*

Key Accountabilities	
Focus Areas	Responsibilities
<b>Support Neighbourhood House program</b>	<ul style="list-style-type: none"> <li>• Support the Neighbourhood House Coordinator to ensure the successful delivery of the Neighbourhood House program and the day-to-day operations.</li> <li>• Create promotional and advertising material including term brochures, website updates and social media posts</li> <li>• Plan and implement events, programs and workshops that complement the day to day program of activities and respond to identified need within the community</li> <li>• Identify and apply for grants that support the delivery of new and innovative activities, projects and events</li> <li>• Provide backfill reception duties as required</li> <li>• As part of working within a Neighbourhood House, all staff are required to participate in duties from time to time such as spot cleaning, setting up for functions, assisting with catering and hospitality and other necessary duties to enhance community participation and enjoyment.</li> </ul>
<b>Develop partnerships and networks</b>	<ul style="list-style-type: none"> <li>• Support and develop productive relationships/partnerships within the local area, including local service providers such as schools, businesses and Greythorn Traders.</li> <li>• Together with the Neighbourhood House Coordinator investigate new initiatives which meet community need, and promote and encourage access and participation in community house initiatives.</li> <li>• Together with Neighbourhood House Coordinator plan and implement joint program and activities with the co-located tenants.</li> </ul>
<b>AccessHC Values</b>	<ul style="list-style-type: none"> <li>• Through actions and behaviour, demonstrate AccessHC Values of; <b><i>Equity, Collaboration, Respect, Innovation and Quality</i></b></li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>• Act in accordance with AccessHC's policies, procedures and code of conduct.</li> <li>• Maintain updated and valid credentials in <b>accordance</b> with relevant legislation and industry requirements where applicable to the position.</li> <li>• Participate in mandatory training requirements to support the delivery of a safe and effective service.</li> </ul>
<b>Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>• Act in accordance with health and safety policies and procedures at all times.</li> <li>• All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.</li> </ul>

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**Key Selection Criteria**

<p><b>Mandatory selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Police Check (mandatory)</li> <li>• International Police Check (if lived/work o/s in past 10yrs)</li> <li>• NDIS Worker Screening Check (mandatory)</li> <li>• COVID Vaccination Certificate (mandatory)</li> <li>• Working With Children Check</li> <li>• Driver's Licence (dependant on position)</li> </ul> <p><b>Key selection criteria items</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualifications in Community Development or a minimum of 3 years work experience in a related field</li> <li>• Excellent communication and interpersonal skills</li> <li>• Strong marketing and/or promotions experience including social media</li> <li>• Well-developed presentation and report writing skills</li> <li>• Proficiency in Microsoft Office and relevant software applications</li> </ul>	<p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills</li> <li>• Strong marketing and/or promotions experience including social media</li> <li>• Well-developed presentation and report writing skills</li> <li>• Demonstrated ability to relate to people from a diverse range of social, cultural and ethnics backgrounds</li> <li>• Effective time management and prioritisation skills</li> <li>• Strong project management skills</li> <li>• Demonstrated ability to work in a team environment</li> <li>• High level of cultural sensitivity and awareness</li> <li>• Demonstrated behaviours consistent with AccessHC values</li> </ul>
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Access Health and Community (AccessHC) is a Child Safe Organisation that values inclusivity and diversity. We encourage applications from people with disabilities, those with lived experience of mental health and/or alcohol and other drugs (AOD) challenges, and those with diverse genders and sexualities.

At AccessHC, our vision for reconciliation is an Australia where Aboriginal and Torres Strait Islander peoples experience equitable health and social outcomes. Our Reflect Reconciliation Action Plan (RAP) will contribute to achieving reconciliation. We will seek an understanding of and acknowledge histories and injustices, support the active expression of culture, build strong, trusting relationships, and apply culturally appropriate practices within our work.

We will work in partnership with Aboriginal and Torres Strait Islander peoples to create a welcoming and safe place for everyone at our services. AccessHC acknowledges the Traditional Owners of the land on which we work. We pay our respects to the Elders past, present, and future, and extend that respect to other Aboriginal and Torres Strait Islander people and we acknowledge that sovereignty was never ceded.

As a vaccine positive organisation, we encourage COVID-19 vaccinations and require successful applicants to undergo a Working With Children Check, Police Check and potentially an International Check.

<b>Authorisations</b>	
<p><b>Employee Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p>	<p><b>Manager Name:</b></p> <p><b>Signature:</b> _____</p> <p><b>Date:</b> / /</p>

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