

Partnerships Coordinator – Murwillumbah

- Part time, 30.4 hours per week
- Maximum Term Contract til 30 June 2019
- Based in Goonellabah

YWCA NSW works with women, children, young people and their families, to help them find the possible in their lives. Our community services and programs are designed to change the course of young lives and the future of communities. Our team of dedicated employees and volunteers are committed to delivering more than 50 programs across four regions in New South Wales.

YWCA NSW is currently seeking an experienced **Partnerships Coordinator - Murwillumbah** to join our Communities for Children (CfC) Team. This is a part time (30.4 hours per week) role based in our Goonellabah office, and is offered as a maximum term contract ending 30 June 2019.

The Partnerships Coordinator Lismore is responsible for the Community Partnership management and delivery of capacity building initiatives in Murwillumbah. This includes:

- managing sub-contract agreements with other non-government organisations;
- developing key stakeholder relationships; conducting program specific consultations;
- providing informed advice on the implementation of evidence based programs;
- assisting community partners to effectively evaluate their programs;
- and
- building the capacity of community partners and the social and community sector to deliver quality programs for children 0-12 and their families in Lismore.

The role will work collaboratively with the Partnerships Coordinator – Lismore, to provide a coordinated approach to both CfC sites, developing efficient strategies for sharing information and tools for the promotion of child focussed initiatives.

YWCA NSW Benefits

- Competitive market equivalent base salary or appropriate Award.
- Additional \$15,900 tax-free salary component thereby increasing take home pay.
- Access to discounts at Song Hotel and Song Kitchen.
- Benefits include: salary continuance insurance, leave loading, access to our confidential Employee Assistance Program, professional development opportunities and a staff nominated recognition and reward program.
- YWCA NSW is an Equal Opportunity Employer.

Other information

Please forward your application letter addressing the above selection criteria and resume to recruitment@ywcansw.com.au Only applicants who provide information specifying their suitability will be considered and receive further communication regarding the role.

Applications close Monday 28 May 2018

Position Description

Title	Partnerships Coordinator Murwillumbah
Department	Communities for Children
Reports to	CfC Team Leader
Direct Reports	Nil
Location	Northern Rivers
Date	May 2018

PURPOSE

The Communities for Children Partnerships Coordinator Murwillumbah is a role with responsibility for the Community Partnership management and delivery of capacity building initiatives in Murwillumbah. This includes managing sub-contract agreements with other non-government organisations; developing key stakeholder relationships; conducting program specific consultations; providing informed advice on the implementation of evidence based programs; assisting community partners to effectively evaluate their programs; and building the capacity of community partners and the social and community sector to deliver quality programs for children 0-12 and their families in Murwillumbah. The role will work collaboratively with the Partnerships Coordinator – Lismore, to provide a coordinated approach to both CfC sites, developing efficient strategies for sharing information and tools for the promotion of child focussed initiatives.

KEY ACCOUNTABILITIES

- Manage sub-contract agreements with the CfC Community Partners in Murwillumbah and support them to effectively deliver direct service activities that meet the outcomes identified in the Communities for Children Strategic Plan and Activity Work Plan.
- Build capacity of Community Partners by providing or facilitating specialist support with particular regard to monitoring and evaluation of programs and program planning.
- Facilitate opportunities for Community Partners to connect and collaborate leading to better program coordination and strengthened service outcomes.
- Develop strong partnerships and networks to improve sector collaboration, referrals and integration among non-government and government agencies working with vulnerable children and families.
- In collaboration with the Partnerships Coordinator Lismore, plan and resource the development of best practice professional development initiatives that are relevant to the needs of Community Partners and the Social and Community Sector and contribute to better outcomes for children 0-12 and their families.
- Actively contribute to the planning and delivery of CfC community engagement initiatives.
- Hold responsibility for the coordination of program data entry in Murwillumbah and the collation of data for the purpose of reporting.
- Prepare necessary reports and provide regular updates to the Murwillumbah Communities for Children Advisory Committee.
- Operate within approved budget and levels of delegated authority.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Relevant tertiary qualifications or equivalent experience (community work, social work, education, social welfare etc.)
2. Demonstrated experience in scoping, design and implementation of effective community programs.
3. Demonstrated experience in the management of service contracts, particularly monitoring, evaluating and analysing data.
4. Strong understanding of complex issues around vulnerable, disadvantaged and Aboriginal families.
5. Knowledge and understanding of child protection issues and local family and community programs and interventions
6. Proven ability to develop and maintain stakeholder relationships and partnerships in community capacity building initiatives.
7. High level of written and oral communication, group facilitation and presentation skills.
8. High level of computer skills including proficient use of Microsoft word, outlook and the internet.

This position requires the incumbent to at all times comply with the organisation’s Child Protection Policy. The incumbent must satisfactorily complete a National Criminal History Record Check and the associated Statutory Declaration prior to commencing this role.

OUR CORE CAPABILITIES

Capability	Overview	What it looks like
Client/ Customer Service	Keep our clients and customers at the heart of everything we do.	<ul style="list-style-type: none"> • Prioritises the needs of our clients/ customers. • Acts to deliver the best outcomes for our clients/ customers and our stakeholders. • Remains calm and positive when faced with difficult situations.
Collaborative	Work as one team – supporting each other to succeed.	<ul style="list-style-type: none"> • Works with others to achieve common goals. • Engenders a spirit of team work and inspires trust. • Inclusive, respects difference and values diversity as strength.
Accountable	Take ownership to deliver what has been promised.	<ul style="list-style-type: none"> • Prioritises work, taking full ownership to follow through on commitments and deliver to the highest standards every day. • Knows when to seek the opinion or input from others – and acts quickly to address or escalate any obstacles. • Takes responsibility to learn, and maintain skills and knowledge required for role.
Agile	Demonstrate flexibility and resilience in the face of change or ambiguity.	<ul style="list-style-type: none"> • Adapts to changing circumstances. • Recovers quickly from setbacks, to maintain effectiveness. • Overcomes obstacles and impediments to deliver outcomes.
Deliver our values	Live our values through our actions: <ul style="list-style-type: none"> • We have Integrity • We are Bold • We Care 	<ul style="list-style-type: none"> • Leads by example. Always acts professionally, demonstrating the expected standards of behaviour and Code of Conduct. • Passionate about the difference we can make together and dares to stand up for beliefs. • Takes time to listen, understand, involve and help others.

Employee Agreement

Name _____

Signature _____ Date _____

Senior Manager

Name _____ Position _____

Signature _____ Date _____