

Western Australian Council of Social Service Inc

Position Description

Position Title	Coordinator, Community Relief and Resilience
Classification Level	SCHADS Industry Award 2010 WACOSS Staff Agreement Salary Scale - Level 3 (\$71 585 - \$80 524 per annum) Full time - 38 hours per week.
Reporting line and roles under direct responsibility	Deputy Chief Executive Officer

ORGANISATIONAL CONTEXT:

The Western Australian Council of Social Service (WACOSS) is a peak body for the not-for-profit community sector in Western Australia. WACOSS provides independent and informed policy advice, and plays a key coordination and leadership role for the sector. We work on behalf of disadvantaged people and communities towards achieving social justice in WA. Policy and advocacy work is central to WACOSS' role and is a critical mechanism the organisation uses to shape and impact decision making, public debate and outcomes in the interests of vulnerable people in WA.

Service provider support, advocacy, and the representation of people, families and communities experiencing financial hardship and adversity, is especially important in the emergency relief and charitable food sectors. The Coordinator, Community Relief and Resilience plays a key role in the social policy team aimed at ensuring WACOSS is:

- Strong and connected
- An influential voice in addressing poverty and inequity
- Leader in enabling good community service practices
- An organisation that drives positive change for all West Australians

KEY PURPOSE:

Contribute to building the capacity, sustainability and effectiveness of the community relief and resilience sector, specifically in the areas of emergency relief and charitable food, and undertake research, policy and advocacy work that promotes the wellbeing of particularly disadvantaged and vulnerable people.

KEY RESPONSIBILITIES:

<p>Social policy and advocacy</p>	<ul style="list-style-type: none"> • Remain abreast of evolving issues and trends in the emergency relief and charitable food sectors sector, including service provision, consumer needs, and government policy. • Maintain ongoing dialogue and sector consultations with relevant Emergency Relief and Food Coalition forums, service providers and users, and other stakeholders. • Provide consistent WACOSS representation across local and regional forums. • Input advice on the areas of poverty and equity to inform social policy. • Assist in coordinating events in the community relief and resilience. • Provide executive support for regular committee meetings, including scheduling, documenting, and organising venues and catering, as directed. • Respond to inquiries in the area of community relief and resilience from WACOSS members, stakeholders and the general public. • Contribute to the planning and preparation of submissions, tenders and reports, as directed. • Assist in establishing mechanisms for cross sector communication, consolidation and sharing of resources. • Undertake further research on an as needs basis.
<p>Community development</p>	<ul style="list-style-type: none"> • Network and build positive relationships with community representatives and decision makers. • Form and promote strategic alliances with other organisations, networks and interest groups relevant to community relief and resilience and the work of WACOSS. • Facilitate non-government services to contribute and participate in the development of social policies and programs.
<p>Professional development and planning</p>	<ul style="list-style-type: none"> • Be an effective and contributing social policy team member. • In accordance with the Performance Development Planning and Review Policy, develop a Work Plan that aligns activities and tasks with WACOSS strategic priorities and operational plans. • Understand and promote the WACOSS Mission, Vision and Values.
<p>Occupational health and safety</p>	<ul style="list-style-type: none"> • Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work. WACOSS OHS information is available upon request.
<p>Other duties</p>	<ul style="list-style-type: none"> • Participate in organisational and other team meetings as scheduled. • Other tasks as appropriate, relevant and directed.

SELECTION CRITERIA:

Essential

Experience and knowledge

- Experience or strong understanding of service delivery in the community relief and resilience sector
- Project coordination experience, including organising and supporting forums and other meetings
- Knowledge of current Government and non-government social policies, including an understanding of issues impacting on the community services sector and consumers

Attributes and skills

- Excellent interpersonal skills and the ability to network develop effective relationships with stakeholders
- Highly developed written and verbal communication skills, including demonstrated ability to produce reports, submissions, and plans
- Ability to work well in a team environment and be a valuable and contributing member
- Capacity to work in a fast-paced and changing work environment, including ability to use initiative and independent problem solving
- Demonstrated ability to work within a community development framework
- Excellent computer skills including the MS Office suite

Other

- Relevant tertiary or training qualification
- Current Police Clearance
- Current driver's license
- An ability to support and operate within the WACOSS Mission, Vision and Values

Desirable

- Knowledge of the Western Australian emergency relief and charitable food sectors

Authorisation

This document is an accurate statement of the duties and responsibilities of this position.