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|  | POSITION DESCRIPTION | Release Date: 12/07/22 Revision No: 1.01 Authorised by: CEO |
| | COMMUNITY HUB CO-ORDINATOR | Page: 1 of 2 |

Hopefield Vision Statement

Flourishing Communities

Hopefield Mission Statement

Hopefield is a Christian, community based, therapeutic and social services organisation that enables people to solve issues by equipping them for change, inspiring hope and transforming lives.

Hopefield Values

Hope, Empowering, Excellence, Compassionate, Respectful, Adaptive

1. PURPOSE OF ROLE

- To oversee the development and growth of Community Hub activities across Cronulla and Kirrawee

2. ACCOUNTABILITIES

- Chief Executive Officer

3. RESPONSIBILITIES

- Responsible for the development, expansion, oversight and improvement of Community Hub activities across Cronulla and Kirrawee, with a focus on improving the lives of vulnerable individuals and families.
- Plan, schedule, co-ordinate and run a variety of hub activities and group programs that are aligned to the needs of the target community.
- Assess and understand community need and local services

- Develop activities to compliment what is already happening in our local community (avoid duplication).
- Provide direction to Community Hub Team members. This includes staff, volunteers and other members within Hopefield.
- Collaborate and work effectively with Support Services and Clinical Services team members ensuring activities are aligned to client identified needs
- Engage, build relationships, and collaborate with organisations in the community
- Ensure resources are available and scheduled for each activity (including facilities, volunteers, promotion, experts, security)
- Ensure feedback is collected and that the Community Hub activities are rated strongly by participants
- Promote Community Hub activities as required
- Undertake community engagement work as required
- Undertake other projects as directed by the CEO
- Adhere to all Hopefield policy and procedures.

4. QUALIFICATIONS & COMPETENCIES

- Recognised qualifications and/or relevant experience in social work, community services or related discipline
- Familiarity with not-for-profit and social service sectors
- Ability to work independently and/or collaboratively as required
- Good verbal and written communication skills
- Ability to task analyse, problem solve and adapt to and manage change.

5. HOURS OF WORK & REMUNERATION

- Permanent part-time, 3 days (22.5 hours/week), fixed term for 12 months
- Flexibility on hours and days with prior arrangement
- Remuneration based on SCHADS award
- Fringe Benefits Salary packaging

6. REVISION

| <i>Date</i> | <i>Issue</i> | <i>Changes</i> |
|-------------|--------------|----------------------------------|
| Jul 2022 | 1.01 | Creation of position description |