



JOB DESCRIPTION

Position title	Community Engagement Coordinator – Adult Work and Learning
Employment status	3 year contract
Position reports to	School Principal
Salary range	\$60,000-\$70,000 plus 9.5% super and generous salary packaging
Location	Doveton
Position contact	Deb Bray – deb@ourplace.org.au

Role purpose

Our Place works through local schools to create the conditions for children, families and communities to flourish.

We equip local schools to become effective community hubs, aiming for seamless integration of high quality early learning, high quality schooling, wrap-around health and wellbeing services for children and families, adult education and employment opportunities, and engagement and enrichment activities that provide opportunities to participate, contribute to community and build social connections.

The Adult Work and Learning Coordinator is exceptional at building relationships and skilled at developing pathways for families and the community to participate in education and employment. They play a key role in:

- Building trust with parents, families and community members in areas experiencing significant disadvantage;
- Engaging with family and community members about their skills, aspirations and interests;
- Developing partnerships that provide opportunities for informal learning, as well as pathways into high-quality accredited training; and
- Providing pre-employment assistance and supporting connections to employment opportunities.

Building effective relationships, being action and impact oriented, and a deep commitment to empowering families and communities experiencing disadvantage are core competencies for this role.

Key responsibilities

- Build strong, trusting, respectful relationships with families – and be a safe and accessible contact for families
- Develop a strong understanding of family and community needs, priorities, interests and aspirations, and prepare individual action plans to identify education and employment goals and short and long-term strategies.
- Develop effective working relationships with key stakeholders and local service providers, and be proactive in identifying collaborations or innovations that address the needs and aspirations of the community.
- Proactively identify, design, implement and monitor a range of learning opportunities that are consistent with the Our Place model and provide:
 - Informal/pre-vocational courses or activities that enable families to develop skills, interests, confidence and capabilities;
 - Access to accredited training courses, delivered in ways that are appropriate for the community, and that lead to viable employment and further training pathways.
- Support family and community members to identify and prepare for employment opportunities, including through developing and delivering information sessions, one-on-one or for small groups, to address local interests and needs.
- Contribute to annual site implementation plans that are action-oriented, creative, responsive to local needs and aspirations, effective and approached with a continuous improvement mindset.
- Collect accurate data and support monitoring, evaluation and research.
- Identify potential funding sources, pursue opportunities for partnerships and collaboration to meet identified needs/aspirations, and prepare grant applications.

Key competencies

- Strong interpersonal skills
- Experience working in communities experiencing disadvantage and with migrant and refugee communities
- Understanding of person-centred practice, strengths-based approaches to working with families, and a strong belief in the dignity and capacity of families from all backgrounds
- Extensive knowledge of the adult education and employment sectors
- The capacity to work in multi-disciplinary teams and in integrated settings
- Action-oriented, with strong problem-solving skills and the capacity to be flexible, responsive and seize opportunities for impact
- Strong organisational skills
- Understanding of child development and learning, the importance of family-school partnerships, and the role families can play in supporting children's learning at home
- Ability to use Microsoft software

Key selection criteria

1. Demonstrated experience in community capacity building, including developing relationships with families from diverse backgrounds, and working collaboratively with community members, service providers, and schools.
2. Demonstrated experience in delivering effective adult education and employment support, and knowledge of the vocational education and employment sectors.
3. Demonstrated experience identifying local needs, interests or priorities, and designing and delivering courses or activities to develop confidence, skills, knowledge and capacity.
4. High level interpersonal and communication skills (oral and written), and a strong track record working effectively in multi-disciplinary teams.
5. Relevant qualifications and appropriate work experience, and a current Working With Children check.