



## JOB DESCRIPTION

Position title	Community Engagement Coordinator – Family Engagement and Volunteering
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	Officer
Position contact	Deb Bray – deb@ourplace.org.au
Applications close	11.59pm 21 January 2018
How to apply	Email your application that will include a cover letter and separate resume (Max 3 pages) to <a href="mailto:deb@ourplace.org.au">deb@ourplace.org.au</a> If you have any questions specific to the role, please email 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 Community Engagement Coordinator is exceptional at building relationships and skilled at creating opportunities for families and the community. They play a key role in:

- building trust with parents, families and community members in areas experiencing significant disadvantage;
- understanding and responding to family and community needs, interests and aspirations;
- ensuring the school is a safe and welcoming space for families;
- supporting families to be engaged in their children's learning; and
- leading action on the ground to put the Our Place model, vision and principles into practice.

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
- Develop effective working relationships with key stakeholders and local service providers
- Proactively identify, design, implement and monitor a range of opportunities that are consistent with the Our Place model and:
  - engage family and community in activities aligned to their interests and aspirations, and
  - support families to be engaged in their children’s learning, and
  - assist teachers and schools to strengthen their skills to develop positive relationships with families.
- Establish and coordinate a volunteering program that equips families and community members to volunteer in the classroom, around the school, and in the community.
- Establish and coordinate a Parent Advisory Group for the whole site, developed in consultation with community.
- 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
- Familiarity with school, early childhood, health and wellbeing, and/or adult education sectors, and 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 designing, delivering and monitoring effective activities and programs for families and communities.
3. Experience establishing volunteering programs, including recruitment, training, management and support of volunteers.
4. Knowledge of child development and learning, and capacity to support family-school partnerships and initiatives to strengthen children’s home learning environments.
5. High level interpersonal and communication skills (oral and written), and a strong track record working effectively in multi-disciplinary teams.
6. Relevant qualifications and equivalent work experience, and a current Working With Children check.



## Our Place

**Mission:** We work through local schools to create the conditions for children, families and communities to flourish. We aim to reshape the service system and open up access to the resources, opportunities and support that all children need to learn and develop, and that enable families to achieve their aspirations.

**Our Place elements:** We equip local schools to become effective community hubs, providing the opportunities children, families and communities need to thrive.



**Operating principles and values:** The Our Place operating principles and values are a statement of what the Our Place team believes and how we work. These principles and values establish a strong foundation for effective partnership and changed outcomes for communities. They are intended to inform and shape how people think about this work, behave in their everyday roles, and work with each other in Our Place sites.

### Our Place Operating Principles

- Shared values, and explicit commitment to work in accordance with those values
- Vision, outcomes and service model co-designed with community
- Strong voice for families and the community
- Collaborative governance with mechanisms for resolving system-level barriers
- Data-driven decision making

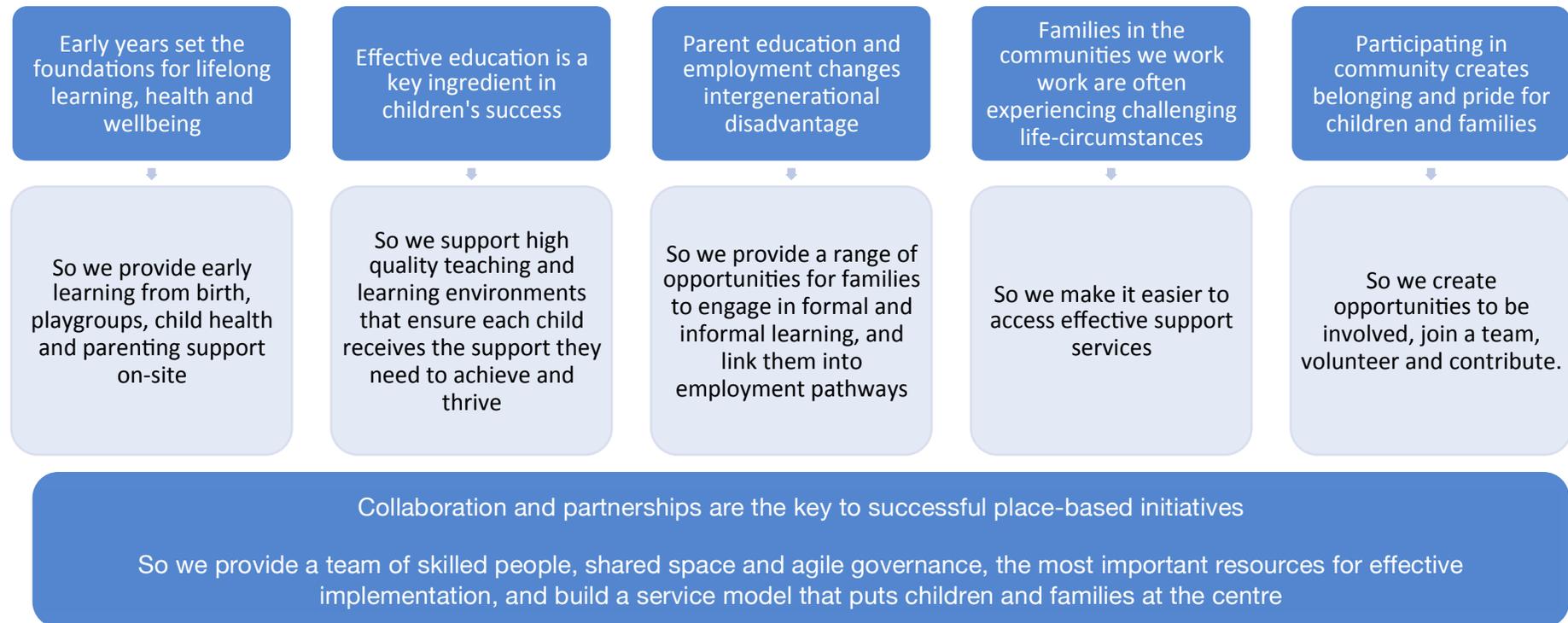
### Our Place Values

- Schools should be at the heart of community
- Work ‘with’, don’t do ‘to’
- Relationships and trust are preconditions for impact
- People need opportunities to experience pride, self-worth and success
- Good decisions are informed by data and evidence
- Quality, evidence-based services are the only ones that make a lasting difference
- Flexibility, innovation and long-term commitment allow a relentless pursuit of impact
- Sharing knowledge is necessary for big-picture change



## Our approach

We believe that opening up local schools for the whole community is one of the best ways to turn around communities experiencing entrenched disadvantage. We support schools and communities to have the skills, resources and partnerships they need to make a sustained difference in the lives of children and their families. Our model is built around what evidence and experience shows is effective.



We build a single entry into our early learning, school, adult learning and community spaces because we believe in a seamless experience for families. We invest in people whose primary responsibility is relationship-building because we believe that change only happens with trust. We make a decade-long commitment because we know transformation takes time. And we generate the evidence needed for policy and system change.