



POSITION DESCRIPTION

POSITION TITLE: Strategic Engagement Coordinator

REPORTS TO: Executive Officer

FUNCTIONAL

RELATIONSHIPS: Internal- Management, Staff, Volunteers
External-Service Providers, Community Members, Community Agencies and relevant department staff

REMUNERATION: (SCHADS Level 4.1) Social, Community, Home Care and Disability Services Industry: Negotiable, dependent upon experience and qualifications. Full-Time to end of June 2022 (Immediate start)

ORGANISATIONAL BACKGROUND

SMECC first began advocating for Migrants in 1979. Over 40 years later the organisation continues to assist Refugees, Migrants, and all Culturally and Linguistically Diverse (CALD) individuals and families to participate both socially and economically within our community.

The Board of Management is made up of highly qualified businesspeople from the Sunraysia area as well as members of different cultural groups who are a vital part of the Mildura community.

ABOUT THE ROLE

The SEC (Strategic Engagement Coordinator) will strengthen settlement outcomes through a strengths-based community engagement approach that involves collaborative efforts and coordination to engage and support culturally diverse communities, including at-risk and new and emerging communities across Victoria. This includes not only newly arrived community members, but also those who may have been in Australia over five years, and/or are ineligible for Commonwealth settlement support, but still require assistance to support their participation and settlement in Victoria.

The SEC identifies opportunities and develops strategic partnerships with communities, community organisations, service providers, government departments and other stakeholders across the Mallee region and potentially other parts of Victoria to strengthen community engagement, social inclusion, economic participation and settlement outcomes for groups living in the Mallee.

The position will be part of a network of 11 SECs across Victoria, supported by the Victorian Government.

RESPONSIBILITIES

- Facilitate ongoing dialogue and collaboration with local communities, funded agencies, service providers, other non-government organisations and the three levels of government;

- Work to ensure strengthened and better coordinated support of existing programs (all local services provide to local New & Emerging Community Groups by multiple agencies), by gaining a better understanding of the needs and concerns of each community, gaps in support and points of duplication;
- Developing formalised partnerships and interagency arrangements to address gaps and provide more coordinated and holistic support;
- Ensure strong communication with the Multicultural Affairs and Social Cohesion Division (MASC) of DPC, to strengthen policy advice, service gaps and improve programmatic coordination.
- All documentation, monitoring & reporting relating to program activities.

KEY SELECTION CRITERIA

- Tertiary qualifications in Social Sciences/ Community Development or significant relevant community-based work experience with culturally, linguistically and/or religiously diverse communities.
- Outstanding networking skills and experience building and maintaining partnerships with key stakeholders, including government and community organisations.
- Proven ability to identify service gaps and create strategic solutions.
- Strong analytical skills, with the ability to interpret data/information and make recommendations
- Significant experience in planning, implementing and managing projects
- Excellent time management skills, and an ability to effectively prioritise tasks.
- Excellent communication and interpersonal skills, including the ability to engage and communicate effectively with all stakeholders from both the community and professional spheres
- Highly developed written and related IT skills, with the capacity to prepare timely reports or other materials for a variety of audiences.
- Ability to be self-directed, to use initiative to develop program directions
- Demonstrated understanding of immigration, settlement, cultural diversity and social cohesion.

ADDITIONAL CONDITIONS OF EMPLOYMENT

- A current full driver's license is required. Proof of this is to be supplied on commencement and/or a VicRoads form "*Consent to Release information from VicRoads Records*" will be completed.
- Pre-employment checks including proof of identity, qualifications and two referees are required. The successful applicant will be required to undergo a criminal records check.
- A medical declaration will be required which would require the incumbent to attest to their ability to meet the physical demands and perform the tasks outlined in this position description.
- Work is general within regular business hours but may be required to work out of office hours in any emergency.
- Variations to statement of duties: The details of the statement of duties may be varied from time to time by SMECC Management to meet organisational requirements. Any variation shall be done so in consultation with the position incumbent.
- All SMECC staff are required to work in a manner which is consistent with its HR Manual, Code of Conduct and other policies and procedures, and to constructively support the organisation with continuous improvement progresses in these areas.
- All SMECC staff are required to work in a manner which demonstrates; confidentiality, cultural sensitivity, inclusion, empathy, and non-judgment for those we support. This is to help ensure services are provided and managed efficiently, effectively, and equitably.

OCCUPATIONAL HEALTH & SAFETY

Employees will:

- Take reasonable care of their health and safety.
- Take reasonable care of the health and safety of persons who may be affected by their acts or omissions in the workplace.
- Cooperate with their employer with respect to any action taken to comply with the requirement imposed by or under the Act or Regulations.
- Work in a safe manner and adhere to all safe working procedures and practices.
- Encouraging others to work in a safe manner.
- Participate in a consultation process ensuring discussion, sharing, and recording of relevant OH&S information
- Report of all workplace injuries or incidents to your supervisor and complete the incident/injury report form at the time of the incident.
- Report or rectify any unsafe acts or conditions that come to their attention.
- Be responsible for the correct use and maintenance of appropriate safety clothing and personal protective equipment as required.
- Participate in OH&S training and activities in a positive manner.