



## **Winchelsea Community House Inc.** A6247K

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### **Winchelsea Community House Inc.**

#### **POSITION DESCRIPTION**

#### **WINCHELSEA SHIRE HALL COMMUNITY DEVELOPER (Fixed Term Part Time to Dec 2024 with an initial three month probation period)**

<b>Title:</b>	Winchelsea Shire Hall Community Developer
<b>Reports to:</b>	Winchelsea Community House Manager
<b>Liaises with:</b>	Members of the Community, Community Groups, Surf Coast Shire, Winchelsea Community House Staff, Volunteers, and Oversight Committee, Winchelsea Community House Auspice Groups, grant and funding bodies.
<b>Hours:</b>	15 hours per week, (3 days per week Wed-Fri 10am to 3pm)
<b>Salary Classification:</b>	As per Neighbourhood Houses and Adult Community Education Centres Collective Agreement 2016, Schedule 3B Level 4 1 <sup>st</sup> Year, currently \$37.54 p/h)

Winchelsea Community House (Winch House) is a supportive and inclusive environment that encourages connection, participation, engagement and enjoyment by all members of the community by offering a variety of programs, education opportunities and activities that meet the needs of the local community. Winch House manages a number of programs, activities and assets including the Winchelsea Shire Hall. Winch House is governed by an Oversight Committee, whose volunteer members are drawn from the community it serves.

#### **Position Summary**

The role of the Community Developer is to be responsible for establishing a specific program of activities/events that lift the profile and use of the Winchelsea Shire Hall, ensuring these can meet the needs of the community, activate participation and community involvement, and complement the current Winch House programs.

The role will require a commitment and passion for the Neighbourhood House sector and an understanding of the benefits and how Neighbourhood Houses and Community Centre's operate. By engaging and facilitating discussion and partnerships with key community groups and general members of the Winchelsea community the role will identify, create, and implement a range of activities and events in response to the changing needs of the community.

Winch House is an independent non-profit, and the Shire Hall needs to become financially self-sustaining by the end of 2024 when Council funding ends. A critical aspect of the role entails building suitable ongoing income-generating activities and programs.

This role will also be a key support to the Winch House Manager.

## **Our Vision**

To be Winchelsea's community centre for inspiration, growth and enjoyment.

## **Our Purpose**

To connect and engage the Winchelsea community with community activities, community development and mutual respect.

## **Values & Philosophy**

Relationships – work together and embrace dignity, community and mutual respect

Learning – create an environment encouraging and supporting ongoing learning in all we do

Diversity – acknowledge and celebrate the contributions of all community members

Advocacy – assist our community to have a voice

Confidentiality – preserve privacy in all service delivery areas

Innovation – encourage creativity, responsiveness and flexibility

Accountability – include transparency and accessibility in our processes

Communication – offer a range of communication methods to inform and to be informed by our community

## **1. Position Responsibilities**

- Manage and coordinate the day-to-day activities of the Winchelsea Shire Hall.
- To be the first point of contact on opening days to visitors to Winchelsea Shire Hall and Winchelsea Community House.
- Liaise with members of the community and community groups to gauge interest in activities and events that will meet the needs of the community considering diversity and including all age groups and abilities.
- Identify, design and recommend appropriate responsive programs and activities to meet the community needs.
- Document a plan, benefits and recommendations for each suggested activity/event including estimated budget and income potential for review and approval by Winchelsea Community House Manager before commencing each activity.
- Review, evaluate and report on program/activity/event effectiveness.
- Prepare and research grant applications for relevant projects or resources.
- Work with the Winchelsea Community House Manager to provide additional support and assistance when required.
- Provide monthly reports for Winchelsea Community House Oversight Committee meetings.
- Ensure all policies and procedures are followed and a safe work environment is maintained at all times.
- Assist with promotion as appropriate via social media, in the Winchelsea Star and notice boards.
- Develop and maintain good partnerships with appropriate groups, organisations and businesses.

## **2. Planning and Funding**

- Actively research and support new initiatives in the local community that respond to identified needs and priorities.
- Work within budget constraints for all activities and events.
- Generate revenue

## **3. Program and Project Management**

- Maximise community member participation at the Shire Hall.
- To raise awareness of Winchelsea Shire Hall as well as Winchelsea Community House in the wider community through marketing and encourage community involvement and partnerships in the development of new programs and activities.

#### **4. Partnerships and Networks**

- Participate in Surf Coast Shire events and activities.
- Liaise with relevant funding bodies and other industry bodies.
- Develop new and maintain existing networks and external relationships.

#### **5. Other**

- Develop, implement and maintain administrative systems to support Winchelsea Shire Hall activities
- Comply with relevant Risk Management and OH&S policies and procedures and ensure a safe environment is maintained for all users.
- Provide monthly written reports to the Winchelsea Community House Oversight Committee on programs, projects, networks, funding opportunities and make recommendations as appropriate.

#### **6. Selection Criteria**

##### **Essential**

- Knowledge of Neighbourhood House/Community House sector
- Demonstrated ability to be a self starter, work autonomously and within a team.
- Ability to identify community needs and to plan, develop, monitor and evaluate programs.
- Demonstrable awareness of social enterprise management
- High level of administrative, organisational, time management and interpersonal skills.
- Excellent communication skills, both written and verbal and the ability to relate well to people from a variety of backgrounds and age groups.
- Ability to problem solve.
- Good working knowledge of office technology.
- Hold or be willing to obtain a Working with Children Check
- Be willing to undergo a Police Check

##### **Desirable**

- Relevant tertiary qualifications in Community Development or Community and Further Education or similar.
- Experience in, and a thorough understanding of, Community Development principles and practice.
- High level of information technology skills, including email, social media and the Internet.

