

POSITION DESCRIPTION

POSITION	Stakeholder Engagement Coordinator
EMPLOYER	Prace
RESPONSIBLE TO	Partnerships and Strategic Projects Manager
LOCATION	Northern Metro Growth Corridor (inc. Olivine Shared Space, Donnybrook, 56 Schotters Rd, Mernda), and Merrilands Community Centre, Reservoir
CLASSIFICATION:	Adult Education Officer 5
QUALIFICATION & RELEVANT EXPERIENCE	Relevant tertiary qualifications and/or experience in the community sector, preferably in a Neighbourhood House and/or community and further education provider.
CONDITIONS:	Part-time – 30.4 hours per week Hourly rate - \$37.13 April 4 th , 2022 to April 3 rd , 2023 Satisfactory National Police Records Check (essential) Working with Children’s check or VIT Registration (essential) Victorian Driver’s License (desirable) Certificate in First aid (desirable) 6-month probation Refer to the Neighbourhood Houses & Adult Community Education Centre’s Workplace Agreement 2016 for all other conditions

ORGANISATIONAL VISION

Changing lives through education

ORGANISATIONAL MISSION

Through the provision of accessible education opportunities that engender self-reliance and hope, we shape the community of tomorrow and break the cycle of poverty and disadvantage to enable people to improve their quality of life.

ORGANISATIONAL CONTEXT

Prace has, for over 25 years, provided innovative and high-quality Adult Community Education (ACE) programs. Over this period Prace has increased significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments for pre-accredited and accredited as well as a range of community development and management activities.

Prace currently is a:

- Learn Local provider - delivering adult education and training programs through ACFE;
- A Registered Training Organisation (RTO) - a provider of accredited education and training programs recognised throughout Australia
- A funded Neighbourhood House
- A Registered Charity
- Independent School

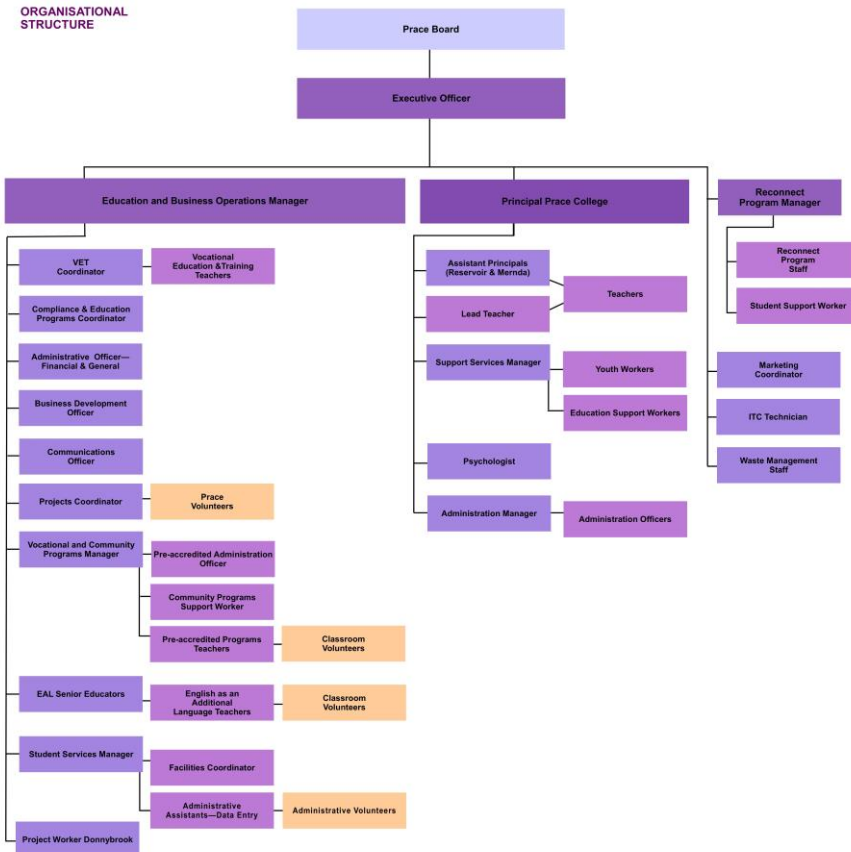
The Prace program, both education and community development, operates across 2 Prace managed site, Merrilands Community Centre (35 Sturdee Street, Reservoir) and Mernda Campus (56 Schotters Rd, Mernda), as well as in a range of other community venues within the Northern Metropolitan area. Currently these venues are:

- Wallan Neighbourhood House
- Greater Beveridge Community Centre
- Olivine by Mirvac Shared Space, Donnybrook
- Mernda Neighbourhood House
- Thomastown West Primary Community Hub

Prace also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 30 community groups who access the Centre.



ORGANISATIONAL STRUCTURE



POSITION SUMMARY

This position is responsible for stakeholder engagement for the purposes of increasing enrolments and registrations in Prace courses and services the Whittlesea and Mitchell LGAs, with the key focus being those in Whittlesea.

This will be achieved by, among other strategies,

- building the position and profile of Prace in local communities and at local community events
- promotion of courses and services to local organisations/agencies and businesses
- organising promotional events, activities and materials
- following up potential student/service-user leads

Stakeholder Engagement Coordinator will also be responsible for establishment of courses and services at Olivine Shared Space, within the Olivine Sales Centre, and other nearby community venues as needed. This includes

- supporting and working with Prace program coordinators/managers, Mirvac and Grassroots Placemakers to determine and establish appropriate adult education courses at the Olivine Shared Space
- taking student enrolments
- supporting students as needed
- inducting and supporting Prace teachers
- liaising with Mirvac and Grassroots Placemakers staff

Increase in enrolment numbers will be measured as part of this position's KPIs and/or work plan.

JOB COMPLEXITY

As a Stakeholder Engagement Coordinator, you will be part of a program and services delivery team committed to establishing services primarily at the Olivine Shared Space and assisting with increasing enrolments/registrations in courses and services throughout the metropolitan Melbourne Northern growth corridor. Other venues nearby may also fall under the remit of this position as necessary.

One day per week will be situated at Merrilands Community Centre liaising with the Prace team and coordinating events/activities for stakeholders/students.

It is essential that you model a team approach, to ensure achievement of desired outcomes for the organisation, including working closely with the Partnerships and Strategic Projects Manager, Vocational & Community Programs Manager, VET Coordinator, and the communications team.

You will report to the Partnerships and Strategic Projects Manager.

As part of your role you will liaise and network with a number of local organisations including residents and community groups in Whittlesea and Mitchell LGAs and be in direct contact with students/service users and potential students/service-users.

KEY RESPONSIBILITIES AND DUTIES

Stakeholder Engagement

- Building and maintaining positive working relationships with relevant stakeholders (eg local industry, business, community agencies etc) to achieve agreed organisational outcomes
- Determine and action a range of stakeholder engagement, promotion and communications strategies and activities in the Whittlesea LGA, and other areas as needed
- Provide stakeholders with information about programs and services, promoting courses in an ethical manner
- Represent and/or present on behalf of Prace at networking and other local events
- Represent Prace with designated partners, liaising with partners to achieve agreed outcomes for each organisation
- Organise and/or participate in local promotional and/or engagement activities and events
- Organise promotion materials, social media posts and advertisements

Program establishment and promotion

- Extensively promote courses via networks and contacts established in the region
- Develop and operationalise marketing and communication activities required to increase course enrollments
- Facilitate new opportunities for the delivery of Prace programs and services at the Olivine Shared Space and other sites as needed.
- In concert with Prace program coordinators and managers, recommend and support programs at agreed community venues that
 - a. meet demonstrated community need
 - b. are developed in consultation with other Prace program areas and Senior Management and strategic partners
 - c. meet student needs & goals
 - d. meet funding body and registration body requirements
 - e. are financially viable
 - f. meet Prace policies and procedures
- Manage operational aspects of all programs running at the Olivine Shared Space and other sites as needed.
- Liaise with program coordinators/manager to ensure programs are sufficiently resourced including appropriate teaching staff, classroom resources, and equipment.
- Undertake student enrollments or pass on enrolment/registrations leads as appropriate
- Induct and support Prace staff that are will be delivering courses/services at given sites.

General

- Support Prace safe work practices and assist in promoting safety as a requirement of day-to-day operations.
- Contribute to organisation's commitment to providing child safe environment

- Ensure continued familiarity with Prace policies, procedures and Strategic Plan as relevant to position
- Work in concert with all Prace staff to realise Prace's values, mission, vision and Prace's College's school philosophy
- Maintain and develop one's own professional capability as it relates to this position

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

OCCUPATIONAL HEALTH AND SAFETY (OHS) AND ENVIRONMENTAL HEALTH AND SAFETY (EHS) RESPONSIBILITIES

All staff are responsible for the following safe work procedures and instructions:

Employees must:

- Comply with the Prace OH&S Policies and Procedures
- Adopt work practices that support health and safety in the workplace
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Participate in meetings, training and other environment, health and safety activities
- Not wilfully place at risk the health or safety of any person in the work place
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Cooperate with Prace in relation to activities taken by Prace to comply with Occupational, Health and Safety and environmental legislation.

Supervisors are responsible for:

- Developing new work procedures, as required, in conjunction with relevant persons
- Providing all staff with relevant health and safety information in an appropriate manner
- Providing adequate supervision through technical guidance and support
- Providing appropriate facilities for safe storage, handling and transport of hazardous substances
- Ensuring that all accidents and incidents are reported.

The organisation has a responsibility to:

- Provide a work environment which meets OH&S legislative requirements
- Regularly review current work sites and new sites prior to service delivery in order to determine that they meet OH&S standards.

EQUITY AND DIVERSITY

Prace is committed to equal opportunity in education, employment and welfare for staff and students.

Prace and its staff are required to operate under the Equal Opportunity and Non-discrimination legislation which includes:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

Through our commitment to diversity and equality, Prace is actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported. Prace advocates for building safer communities.

CHILD SAFETY

Prace intentionally promotes and protects the interests and safety of children, and a child-safe environment for all children and young people in its care.

This will be achieved by:

- having a zero tolerance for child abuse
- working to actively listen to and empower children
- having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures
- being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability
- engaging only the most suitable people to work with children along with providing high quality supervision and professional development.

GOVERNANCE

Prace is governed by a Board of Management with strong representation for all key operational areas.

Prace's strategic growth over the past 5-6 years reflects a depth of governance skills on the Board, as well as a strong ability to respond to opportunities as they arise. The Board of Management is committed to open and transparent governance processes that embrace a culture of continuous improvement and critical self-evaluation.

All business activities are reported to the Board of Management.

KEY SELECTION CRITERIA

Key Skills, Knowledge and Abilities

- Demonstrated experience in relevant disciplines, such as stakeholder engagement, customer service, public relations, business development
- Excellent skills and knowledge in identifying, building and maintaining networks and relationships
- Ability to think creatively with regard identifying and setting up promotional and engagement opportunities
- Strong organisational skills with a problem-solving approach

Other required skills and knowledge

- Ability to multi-task and meet deadlines whilst maintaining a high attention to detail
- Outstanding verbal and written communication, and interpersonal skills
- Self-confidence, integrity and confidence in own judgement, and understanding of when to seek the assistance of others
- Excellent digital literacy skills – including file management, MS Suit, Google Suit, email, video conferencing and social media apps (Facebook, Instagram, LinkedIn)

Employee’s Signature:

Date:

Line-manager’s Signature:

Date: