

Position Description Program Coordinator

Position Title:	Program Coordinator (Social Impact Team)
Reports To:	Inclusive Employment and Inclusive Economy Lead/Head of GROW
Direct reports:	N/A
Key Relationships:	Internal teams, Employment Service Providers, Training Organisations, Community Organisations, Government and Businesses in the Geelong region.
Employment Type:	Full Time
Location:	Geelong, Victoria (Hybrid – on-site and work from home)

About the Give Where You Live Foundation

Who we are:

Since 1954, the Give Where You Live Foundation has been a driving force for social change across our region. We are a unique, place-based philanthropic community foundation working in partnership with our community to help all people and all places thrive. With a broad fundraising base that helps us focus on implementing initiatives and distributing grants to create change now, rather than building capital for the future, the Give Where You Live Foundation is a community foundation with a difference.

Our vision is to be recognised as one of the most progressive foundations in the country, by not limiting ourselves to a specific role but instead using every resource we have to undertake a wide range of activities that help create community change.

Our approach to helping community varies from providing financial support for frontline community agencies, uniting our community and local organisations to tackle a social challenge together, advocating on behalf of people facing barriers and rallying the community to support our cause.

Why we exist:

To build a fairer, more equitable community in the G21 Region.

Who we want to be:

We want to be recognised as one of the most progressive Foundations in Australia.

What we are going to do:

To use all of our energy and resources, in partnership with the community, so that all people and all places thrive.

What is important to us:

- Trust** At the core of every relationship is trust. We choose to start from trusting in other's motivations, knowledge, expertise and experiences.
- Together** We're better together. The best outcomes come from partnerships, collective action and the wisdom of crowds.
- Driven** We value actions and getting things done and are driven by achieving outcomes that match our purpose.
- Bold** We value the imaginative. Those that can imagine a better way and then pursue that with courage and care.
- Fun** While change can be complex and challenging, we value the perspective that fun and good humour brings to this work.

Position Overview

We are looking for a proactive and dedicated Program Coordinator to join The Give Where You Live Foundation's Social Impact Team to make a tangible positive impact in our community. We believe in creating opportunities for all individuals and suburbs in our community to thrive. We are seeking to create a vibrant, inclusive, and regenerative local economy, for the wellbeing of everyone, and seeking to ensure that everyone who wants to work has the opportunity and support to work. You will be part of a passionate and dedicated team working towards a fairer, more inclusive and equitable future for our region.

This role offers an exciting opportunity to lead impactful initiatives, foster community connections, and contribute to positive social change within the Foundation's inclusive employment and inclusive economy impact areas. In this unique role you will be a creative and innovative thinker who works to bring together community organisations, business, service providers, training providers and government to deliver solutions that promote inclusive and supportive employment practices and strategies and solutions that address economic disparities and promote regenerative economic development.

As the Program Coordinator you will be involved in the design, development, delivery and coordination of effective community engagement strategies, initiatives (including the Foundation's GROW initiative) and grant making, to address barriers to employment with priority cohorts; and support our local economic system to be more inclusive and regenerative.

Responsibilities

Community Engagement and Partnership Building

- Engage with and nurture relationships with local communities and social sector organisations to understand their needs, challenges, and aspirations.
- Build and maintain strong partnerships with local businesses, government agencies, educational institutions, and other stakeholders.
- Plan and facilitate introductions, workshops, training sessions, and events to promote inclusive employment and regenerative economic practices.
- The role will require engaging with strategic advisory groups and key stakeholders including community organisations and businesses; employment, service and training providers; and government along with people experiencing long-term unemployment, multicultural groups, youth, people exiting the justice system and others representing the vast diversity of our community.

Program Development and Management

- Deliver grants and initiatives, aimed at increasing employment opportunities for people facing individual and systemic barriers to employment.
- Develop and deliver regenerative economic initiatives and grants that support local businesses, encourage equity and sustainable practices, and enhance community resilience.
- Project management and monitoring the effectiveness of a portfolio of inclusive employment initiatives (including the Foundation's GROW initiative) and inclusive regenerative economy initiatives and grants, learning, adapting and adjusting as necessary to ensure progress towards goals.
- Stay informed about current trends, research, and best practices in inclusive employment and regenerative economic development.

Contribute to a Positive Team

- Actively contribute to fostering a positive and inclusive organisational culture that values diversity, equity and respect. Participate in team-building activities and initiatives aimed at promoting collaboration and a positive culture.
- Maintain open and effective communication with colleagues, Managers and stakeholders. Collaborate with team members across departments to achieve shared objectives and deliver high-quality outcomes.
- Engage in continuous learning and professional development opportunities to enhance job knowledge, skills and effectiveness in fulfilling role responsibilities.
- Provide exceptional customer service to internal and external stakeholders, responding promptly to inquiries, addressing concerns and ensuring positive interactions that reflect positively on the Foundation.
- Demonstrate cultural sensitivity and awareness in all interactions with colleagues, partners and community members. Respect and celebrate diverse backgrounds, perspectives and experiences within the Foundation and the broader community.
- Participate in engagement activities and events that align with the Foundation's mission and values and represent the Foundation positively in external engagements.
- Adhere to all health and safety policies, procedures and regulations to ensure a safe and healthy work environment for yourself and others.
- Conduct all work with integrity and in compliance with relevant laws, regulations and ethical standards. Reporting any concerns regarding potential violations of organisational policies or ethical principles.
- Respect and maintain the confidentiality of sensitive information obtained in the course of performing duties. Adhere to data privacy policies and procedures to protect the privacy and security of the Foundation's data and personal information.

Key Selection Criteria

- Tertiary qualifications in Community Development, Social Work or a field related to the responsibilities outlined above.
- Minimum of 3-5 years' experience in community development, economic development, or a related field, with a focus on inclusivity and diversity.
- Proven ability to build rapport, relationships and effective partnerships with a diverse range of stakeholders.
- Effective interpersonal skills with a positive, constructive, diplomatic and confidential approach to leading groups and problem-solving challenges and barriers.
- Curiosity, creativity and demonstrated experience in initiative design and project management, particularly in employment, economic or community development sectors.
- Excellent communication skills (written and verbal), interpersonal and organisational skills, with a strong attention to detail.
- Ability to take initiative, work with drive independently and make sound decisions based on experience and good judgment.
- Ability to work and evolve in an ever-changing landscape and a fast-paced environment.