

MILANG & DISTRICT COMMUNITY ASSOCIATION INCORPORATED.

Job and Person Specifications

Position:	Lakes Hub Coordinator
Branch:	Community Development
Location:	D'Aranda Tce Milang SA 5256
Reports to:	Executive Officer Milang & District Community Assoc. Inc
Hours of Work:	Job Share / Parental Leave Contract (8 months) .4 FTE increasing to .8 FTE from Jan 2014 – Some out of hours work required
Special Requirements:	Current Police Check (mandatory) & Drivers License

JOB SPECIFICATIONS

1. Summary of the broad purpose of the position, and its responsibilities/duties

The Milang & District Community Association Incorporated (MDCA) works with the community to develop programs which foster community development and capacity building.

The Lakes Hub is the initiative of the Milang and District Community Association and is part of the South Australian Government's *Murray Futures* program, funded by the Australian Government's *Water for the Future* initiative.

The key objectives of the Lakes Hub;

- Enable community engagement, collaboration in the implementation of the long-term plan for the Coorong, Lower Lakes and Murray Mouth (CLLMM).
- Maintain the Lakes Hubs at Milang and Meningie as centres for two way dissemination of CLLMM Program information between the community and the Department.
- Continue, and build on, services and initiatives of the Lakes Hubs as part of the CLLMM Program.
- Facilitate community involvement in the community nurseries and co-ordination of community nurseries network.
- Provide community education and training opportunities related to the CLLMM Program to increase community resilience and ability to understand and support the region's environment in the face of changing conditions.
- Facilitate strategic planning for sustainability of the Lakes Hub and environmental programs and activities

Underpinning the work of this project are the following community engagement principles;

- Courage - Act for change, through a learning approach
- Respect - Contribute to integration of communication networks
- Inclusiveness - Ensure representativeness in informing decision-making
- Flexibility - Make decisions transparent by dialogue and negotiation
- Mutual obligation - Reach maximum efficiency through mutual help

- Practicality - Be accountable for what you do, practice what you preach
- Commitment - Commit to a shared vision, thus increasing everyone's effectiveness

2. Position Objective

To effectively and efficiently manage the Lakes Hub; meeting the requirements of the funding and service agreement with the Government and within the various Policies and Procedures of the MDCA.

This will be achieved through;

- Continuing to develop the Lakes Hub as a trusted, inclusive focal point in the community for the provision of information sharing, education and community involvement in environmental issues in the Coorong, Lower Lakes and Murray Mouth region.
- Provide Executive support to the Lakes Hub Advisory Committee to provide community drive and ownership of the project.
- Implement a comprehensive, community developed and owned community engagement strategy
- Develop, coordinate, implement and evaluate the Lakes Hub project as outlined in the funding agreement "Community Engagement " between the MDCA and the State Government.

3. Reporting and working relationships

The Lakes Hub Coordinator is responsible to the MDCA and Lakes Hub Advisory Committee through the Executive Officer and has line management responsibility for the other MDCA employees based at the Lakes Hub.

The incumbent will work in close consultation with:

- The MDCA Committee
- The Lake Hub Advisory Committee which is a sub committee of the MDCA
- Milang Old School House Community Centre
- Goolwa to Wellington Local Action Planning Association
- Landholders, industries and schools within the region
- Indigenous groups
- Local Councils
- Other Local Action Planning Committees and their employees
- Other NRM related bodies such as Landcare Australia, Trees for Life, Greening SA, Mission Australia, Conservation Volunteers Australia, Nature Conservation Society SA and World Wildlife Fund.
- Natural Resource Centres such as Strathalbyn, Mount Barker, Mount Pleasant and Murray Bridge
- Agency personnel with the key agencies responsible for natural resource management in SA (namely, DEWNR, SARDI, PIRSA, CCSA) and other States when cross regional opportunities arise
- Ranges to River NRM Group
- SA Murray Darling Basin and Adelaide Mt Lofty Ranges Natural Resource Management Boards

4. Special Conditions

The appointment will be until 30th June 2014, and is subject to Government funding continuing and satisfactory performance.

The Lakes Hub Coordinator will be located in the Lakes Hub at the Milang Office. Another Lakes Hub Office is based at Meningie. The Lakes Hub Coordinator will be required to travel around the Lower Lakes region on occasion. A current drivers licence is essential and reliable vehicle is essential.

The Lakes Hub Coordinator must be prepared to undertake occasional out of hours work in the evenings and weekends. Time off in lieu can be taken for work undertaken outside of normal office hours.

5. Statement of key responsibilities/duties

Under guidance of the MDCA provide:

Operational management of the LAKES HUB by:

- providing Executive Officer support for the Lakes Hub Advisory Committee
- providing a link between MDCA staff and Government agencies and staff
- managing the Lakes Hub budget
- monitor the Service Agreement with the funding body to ensure Outcomes and Key Performance Indicators are met and Financial Accountability is maintained
- assisting with the development and review of policies and the strategic plan
- ensuring insurance policies meet program needs
- managing project staff by:
 - coordinating the advertising and interviewing process for new staff
 - providing induction, training, leadership, motivation and guidance to staff, including volunteers
 - insisting on professionalism at all times
 - conducting yearly staff performance appraisals
 - ensuring an equitable workplace environment
 - adopting safe working practices in line with the OH&S Act.

Implement the Community Engagement Strategy through:

- developing innovative capacity building processes
- managing funded projects by:
 - assisting MDCA Lakes Hub Project Officers with their projects, project outcomes, budgets and reporting
 - meeting own project outcomes, budgets and reporting
 - monitoring and evaluating the effectiveness of projects and activities
 - coordinating activities of co-located project officers
- sourcing funding opportunities and applying for funding
- marketing the services of the Lakes Hub to all stakeholders at every opportunity

Assist in capacity building by:

- maintaining and developing effective networks with all stakeholders
- provision of community education and awareness programs including field days, presentations and events i.e. “World Wetlands Day”, “National Frog Day”
- providing support to landholders, Landcare and catchment groups in their activities
- providing support to schools and industry
- encouraging community contributions to the CLLMM project
- developing partnerships at regional, sub-regional and cross regional levels
- ensuring linkages exist with other NRM state, federal and regional plans
- initiation of and participate in research programs
- exploring ways of ensuring the Lakes Hub long term sustainability and continued viability
- promoting cross cultural awareness

PERSON SPECIFICATIONS

ESSENTIAL MINIMUM REQUIREMENTS

Educational

- Qualifications in Community Development, Natural Resources Management, Event Management, Communications or experience in related position.

Personal abilities/aptitude/skills

- Interpersonal skills which engender the trust, cooperation and confidence of staff, volunteers and community together with demonstrated negotiation and conflict resolution skills
- Proven ability to communicate effectively with a broad range of people, including State and Local government, other agencies, professional bodies and community/industry groups utilising a range of techniques including social media
- Proven ability to assess, examine and critically analyse issues/problems/policies and devise effective solutions.
- Ability to confidently represent the MDCA and its partners to community in public forums in a professional manner.

Experience or training

- Experience in managing human, financial and physical resources and risk in a team environment to meet agreed outcomes
- Experience in working with volunteers, community groups, environmental organisations and rural landholders
- Experience in the use of community development principles and community engagement practices
- Experience in working within a community, not for profit organisation
- Experience in managing and facilitating events, promotions and educational activities.

Knowledge

- Knowledge of past and current natural resource issues in the Coorong, Lower Lakes and Murray Mouth region and their connection to the Murray Darling Basin.
- Knowledge of corporate governance

DESIRABLE CHARACTERISTICS

Education

- Formal qualifications in Management

Experience

- Facilitation of training and educational opportunities to staff, community organisations and volunteers

Knowledge

- Knowledge of revegetation and plant propagation

Interest

- In Environmental Management Systems and Water Policy