



## **Activities Coordinator PD**

Torquay Community House was established in 1993 and is a vibrant not for profit inclusive organisation that welcomes people of all ages, backgrounds and abilities. We are committed to the development and enrichment of the lives of the local community by responding to their interests and needs with a range of programs and activities.

Torquay Community House principles encompass respect, equality and inclusion of all and a reflection of this in our programs and activities is paramount.

Position: Activities Coordinator

Reports to: Torquay Community House Coordinator

Location: 14 Price St. Torquay

Contract: 6 months' probation – permanent part-time

Activities Co-ordinator: 20 hours per week, days to be negotiated. The Community House operates 41 weeks of the year, 6 weeks term break during the year is flexi hours. TOIL pay rate is award and correct as at December 2020 pay tables.

## **Salary and conditions:**

- Salary and conditions will be in accordance with the Neighbourhood House and Adult Community Education Centres Collective Agreement NHACE 2016 (TCH)
- Schedule 3B, Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2016 SACS Level 4, 1st year \$36.62 hourly rate – permanent part time position
- TCH will contribute 9.5% as an employer contribution to a superannuation fund of your choice
- Annual Leave is calculated pro-rata
- Some out of hours work may be required

## **Position context**

The Activities Coordinator will work under the direction of the Torquay Community House Co-ordinator. This role will ensure that the Community House identifies, develops and delivers inclusive, diverse and appealing programs, activities and

14 Price St Torquay VIC 3228  
03 5261 2583 [www.torquaycommunityhouse.org.au](http://www.torquaycommunityhouse.org.au)  
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events that respond to local resident's interests and needs. It is expected the Activities Co-ordinator will exercise initiative, expertise and passion to ensure programs are developed and delivered effectively and efficiently within a community development framework.

### **Key Responsibilities of the Role:**

Planning and Programming, in consultation with the Coordinator:

- Identify, develop and deliver innovative, diverse and appealing programs and activities that respond to the interests and needs of the local community.
- Exercise initiative, expertise and passion to ensure programs are developed and delivered effectively and efficiently within a community development framework.
- Liaise with prospective tutors and facilitators on matters pertaining to the development and delivery of new program, both face to face and online.
- Oversee current programs, maintain relationships with current tutors and group leaders to enhance the delivery of programs.
- Management of venue hire
- Coordinate regular participant feedback and evaluation of programs and collate data for planning and review.
- Assist with the provision of data for reporting.
- Meet all compliance requirements.

### **Marketing and Publicity**

- Create and maintain a strategic marketing schedule to plan and coordinate advertising and event opportunities.
- Oversee the content and production of all marketing and promotional materials including social media platforms, term course guides, flyers, and any materials.

### **Communication:**

- Actively contribute to planning meetings and other communications with the Coordinator and administration team.
- Provide clear communications to the Manager and administration team regarding program planning and tutor management.
- Liaise with the administration team regarding all week-to-week communications, and coordinate procedures with tutors and group leaders to maintain a collaborative working relationship.

## **Key Selection Criteria:**

### **Essential**

- Demonstrated ability to successfully plan, research, implement and evaluate programs and activities, preferably in a community education setting.
- Ability to implement programs online.
- Excellent interpersonal and communication skills.
- Comprehensive IT skills in Microsoft Office suite including TEAMS.
- Advanced problem-solving skills.
- Ability to multi-task and respond to competing demands whilst exercising discretion and confidentiality.
- Demonstrated capacity to coordinate, encourage and work well alongside staff, tutors and volunteers in a respectful and cohesive manner.
- Ability to work autonomously.

### **Highly Desirable:**

- A good understanding of Neighbourhood Houses and the not-for-profit sector
- Proven experience in social media marketing and website content

### **General Duties:**

- Represent the Torquay Community House philosophy and objectives to enhance the capacity and vision, aims and responsibilities.
- Work effectively as part of a small team.
- Contribute in meetings with suggestions and acknowledgements to support the continuous improvement of administrative, online and management systems.
- Assist as required with general administration including reception, helping with course enquiries and enrolments. Assist the Manager with hosting activities and events at the Torquay Community House.
- Use initiative in activities that contribute to the presentation of the house and enhance community enjoyment, e.g., spot cleaning, setting up for functions, greeting participants.
- Assist with the review, update and development of policies and procedures that involve tutors and course participants.
- Other duties as directed by Coordinator.

**Application Process:**

For further information please email the Coordinator or send your application to:  
[laura.connor@torquaycommunityhouse.org.au](mailto:laura.connor@torquaycommunityhouse.org.au)

Applications close: Friday 12 February 5pm