

## Project Worker

### Position Description

<b>Project Management:</b>	Yarrunga Community Centre Manager
<b>Project:</b>	Beyond the Barriers: Linking Learning Pathways in Maroondah and Beyond
<b>Time Fraction:</b>	.23 average (total of 448 hours) between July 2019 and March 2020
<b>Duration:</b>	Fixed Term
<b>Reports to:</b>	Centre Manager – Yarrunga Community Centre Inc
<b>Collaborates with:</b>	Maroondah Learn Local Centre Managers, Community members, and other organisations
<b>Pay and Conditions:</b>	This is a fixed term contract position with an hourly rate of \$55 to be Paid on invoice to Yarrunga Community Centre Inc

### Overview:

Yarrunga Community Centre is a community-based provider of adult education, social and interest groups and recreation programs, located in Croydon Hills, City of Maroondah.

Yarrunga Community Centre opened on 7th November 1996, to provide a community facility in the City of Maroondah. The name “Yarrunga” means, beneath tall trees, and represents the importance of maintaining the natural environment in an area undergoing rapid urban development. The name also evokes pictures of people congregating to share and learn in a friendly and welcoming place

### Mission

Yarrunga responds to the educational, social, wellbeing and leisure needs of our community in an inclusive and welcoming environment.

## Project Outline

Cultural diversity is increasing in Maroondah, with an increase in the arrival of overseas immigrants.

Beyond the Barriers is a partnership with the Maroondah Learn Locals, with Yarrunga as the lead agent, who seek to formalise an alliance that will allow them to develop educational employment opportunities for CALD (Culturally and Linguistically Diverse) and Indigenous community organisations. The project will focus on identifying and developing initiatives and resources within the LLO's to effectively engage, encourage participation, and enhance existing pathways offered to the priority cohorts in the community through innovative, flexible and responsive approaches.

The project will work with Mullum Mullum Indigenous Gathering Place (MMIGP), Croydon Hills Baptist Church and Migrant Information Centre (MIC) to co design culturally appropriate learning pathways to increase the accessibility of learning opportunities within Maroondah.

Beyond the Barriers has been funded by the Adult Community and Further Education (ACFE) Board as part of their Capacity and Innovation Fund (CAIF) – round 11.

The management of the project will be undertaken by Yarrunga Community Centre (including reporting and acquittal of funds to ACFE) with the shared participation in decision making by the Maroondah Learn Locals. The project will run between July 2019 and March 2020

## Position Purpose

1. Be responsible for liaising and working with the Lead Agent and the Manager consortium in scoping and reporting the projects milestones, Key activities and providing relevant receipts and documentation to support the final financial acquittal
2. To identify barriers currently preventing Indigenous and CALD people from accessing Learning pathways and develop strategies to address them
3. Support the strengthening of existing relationships with and seek to establish and consolidate new partnerships with the priority cohort community organisations.
4. Map and develop quality learning pathways and support the development of co designed materials and approaches to engage and provide a culturally appropriate learning environment.
5. Develop an engagement strategy to increase accessibility for the priority cohort.

## Key Responsibilities

- Use inclusive practices to identify barriers currently preventing Indigenous and CALD communities from accessing current learning pathways
- Develop strategies to address these barriers to participation
- Increase the engagement of priority cohorts within Maroondah
- Identify new stakeholders and potential partners to strengthen relationships with other training providers, government agencies, non-government agencies and industry to increase student access to further education, training and employment
- Create clear and defined pathway outcomes for learners through a network map, tracking tool (Online hub) and focus groups
- Develop a strategy to embed culturally appropriate practice in co design of programs and delivery of pre accredited training in Maroondah
- Assist with implementing programs in partnerships with other agencies that support the overall wellbeing of indigenous and CALD Students
- Improve the collaboration between participating Learn Locals
- Create an engagement strategy and evaluation tool to monitor participation in Maroondah

## Selection Criteria

### Education/Qualifications/Licences

- A tertiary qualification in community services, business or project management, and/ or related vocational training
- A current Working with Children's Check
- A Current Victorian drivers' license and own vehicle.
- National police check

### Knowledge/Skills/Experience

A minimum of five years work-related experience, on the job training and/or vocational training including;

- Sector knowledge – Demonstrated experience in the Learn Local/Neighbourhood House sector including the development and delivery of adult learning resources
- Project Management – Skills and knowledge in planning, stakeholder and resource identification and coordination. Managing activities, tasks and focus groups, risk assessment and management, reporting and evaluation, including the review of project outcomes, outcome measures and project outputs.
- Stakeholder engagement – Demonstrated experience in the process for effectively engaging and managing stakeholders, including internal and external needs analysis, meeting the required activity service standards and evaluation of stakeholder satisfaction
- Administration – Demonstrated ability in preparing documents to a high standard including project plans, communication plans, reports and stakeholder correspondence with a high attention to detail and able to analyse varied reports and data to create informative documents.

### Desirable

- Experience working in a project management role within the Learn Local / Neighbourhood house sector
- Experience working with CALD and/or Indigenous communities

Applications addressing the selection criteria and including the names and contact details for three referees, marked 'Confidential' addressed to:

Samantha Blackwell

Manager – Yarrunga Community Centre

76 -86 Croydon Hills Drive

Croydon Hills 3136

Or emails to [manager@yarrunga.org.au](mailto:manager@yarrunga.org.au)

For further details please contact Samantha Blackwell on 9722 8942

Applications close at 4.00 pm on Friday 28 June 2019