

POSITION DESCRIPTION



JOB TITLE: Coordinator, Y Connect

REPORTING TO: Regional Manager, Toowoomba

DEPARTMENT: Service Delivery

LOCATION: Toowoomba

THE ROLE: This position is responsible for leading the growth and reputation of YWCA Australia' programs under current and future funding models as a specialist service for women and girls.

The Coordinator, Y Connect will work closely with the Regional Manager to develop, implement and evaluate this innovative project. Y Connect is a framework of engagement and empowerment for women with disability to connect with YWCA, develop their networks and build skills and confidence relevant to employment or career goals.

Providing support to the Y Connect Project Officer, the Coordinator role requires flexibility, innovation and creative thinking. This position is offered on a flexible part time basis of 15 hours per week.

This role will manage and evaluate the provision of a quality, progressive project that strives for excellence. This includes contract management and ongoing quality improvement.

YWCA VISION: all women, young women and girls are safe and respected, with equal access to power, opportunity and resources.

YWCA PURPOSE: to be a strong, unified, national feminist organisation for women, young women and girls, working to achieve gender equality.

It is a requirement that the job holder fully complies with, promotes and lives

YWCA's Core Values:

FEMINISM

INCLUSION

EXCELLENCE

INNOVATION

INTEGRITY

KEY RESPONSIBILITIES

- The delivery of a progressive, quality, valued service through exemplary leadership to the Y Connect team.

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- Build safe spaces, entry points and events for women with disability to join the Y Connect program.
- Capacity to develop and oversee the delivery of the project including implementation, data collection, evaluation and program reporting requirements in line with contractual agreements.
- Undertake continuous improvement processes.
- Maintain positive relationships with relevant stakeholders including funders, other organisations and the disability community.
- Develop, maintain and leverage productive interagency relationships to achieve participant outcomes and to contribute to advocacy on policy positions.
- Take a hands-on role in the agile management of all resources including budget and staff supervision to achieve high quality outcomes.
- Actively and effectively manage and mitigate risks while ensuring participant and business continuity.
- Follow mandatory reporting procedures for any disclosure made by children and young people and ensure child safe practices are followed.
- Develop and maintain effective working relationships with other YWCA staff.
- Undertake other tasks as assigned by the manager.

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Tertiary qualifications in the community sector or several years experience in program design, development and coordination.
- Demonstrated skills in planning, implementation and evaluation of community based projects.
- Demonstrated ability to manage projects and events within a budget and ability to prioritise workloads to meet timelines.
- Strong interpersonal and communication skills and demonstrated experience in team leadership and staff management.
- Ability to work effectively in a team environment and without supervision.
- Understanding of the challenges/barriers facing women with disability in entering mainstream employment and progressing careers.
- Experience working with or supporting diverse groups, particularly people with disability.
- Proficiency financial literacy and technology skills including Microsoft Office Suite.
- A Positive Notice Working with Children Blue Card and a Disability Services Exemption Yellow card.
- A current Driver's License.

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Attitude and Motivation

1. Strong organisational skills and ability to prioritise work.
2. Strong supporter of Women's Rights and alignment to organisational values.
3. Always displays empathy.
4. Results focused, self-motivated and a self-starter who goes above and beyond.
5. Doesn't settle, strives for continuous improvement and has a high level of integrity.

Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

EMPLOYEE AGREEMENT

Name

Date

Signature