



APPLICATION PACKAGE

**Community Resource Centre Coordinator
(12-Month Maternity Leave Cover)**

Contact:

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CONTENTS

ADVERTISEMENT.....	3
POSITION DESCRIPTION.....	4
POSITION DETAILS AND HOW TO APPLY.....	8
SALARY INFORMATION.....	9



Community Resource Centre Coordinator

12-Month Contract (Maternity Leave Cover)

Be the Heartbeat of Community Connection

Are you ready to make a meaningful impact in your community? The Narembeen Community Resource Centre (CRC) is looking for an enthusiastic Coordinator to lead our resource hub, connecting residents with essential services, events, and support. This position offers a flexible work-life balance with options to work between 60–76 hours per fortnight, including school-friendly hours if needed.

Starting in February 2025, this twelve-month maternity cover role offers the potential for an extension or a job-share arrangement. As CRC Coordinator, you will ensure that the community has access to education, events, information, and training. You will also oversee the center's day-to-day operations, support our fantastic team, and ensure compliance with contractual requirements.

Your Key Responsibilities:

- **Empower and Support**
Provide access to government and community information and services.
- **Lead and Manage**
Oversee daily operations, team management, events, grant acquittals, and reporting.
- **Engage and Innovate:**
Deliver relevant services in education, business, and communication to enrich our community.

How to Apply

To learn more about the duties and responsibilities, download the application package available on our website: www.narembeen.wa.gov.au. For a confidential discussion about the role, reach out to Ben Forbes, Executive Manager Corporate Services, at bforbes@narembeen.wa.gov.au or call (08) 9064 7308 during office hours.

Submit your application by **4pm, Friday 14 February 2025**. Please include your current resume and a cover letter, clearly marked "Private & Confidential – CRC Coordinator" and send it to bforbes@narembeen.wa.gov.au. Previous applicants need not apply.

Position Description

POSITION TITLE	Community Resource Centre Coordinator
DIRECTORATE	Corporate Services
AWARD	Local Government Officers' (Western Australia) Award 2021
LEVEL	Level 7
STATUS	Full Time
LOCATION	2/19 Churchill Street, Narembeen WA 6369

POSITION OBJECTIVES

Oversee the daily operations, events and projects undertaken by the Shire of Narembeen's Community Resource Centre (CRC) staff. Ensure that the community has access to Government services hosted at the CRC in fulfillment of grant funding agreements. Research and apply for additional grant funding and formulate, prepare plans for and then deliver on initiatives relevant to the operations of the CRC.

DUTIES AND RESPONSIBILITIES

Customer Service

- Ensure customer confidentiality is maintained
- Promote membership of the Narembeen Community Resource Centre
- Provide and promote the services provided by the Narembeen Community Resource Centre (including Department of Human Services and other commission-based clients)
- Engage with target groups such as the disadvantaged, youth and elderly to access the Community Resource Centre services
- Provide tourist and visitor information and services.

Administration and Management

- Manage the day-to-day operations of the Narembeen Community Resource Centre and its staff, including promotion and upskilling of all staff and trainees
- Be responsible for the support and supervision of volunteers
- Manage community library, including book exchange and early childhood programs
- Coordinate the delivery of community training, programs and events, including civic events (Australia Day & ANZAC Day) in alignment with the Shire's Strategic Community Plan and DPIRD's contract
- Seek out and apply for grant funding to assist with events/workshops and ensure that funding requirements are met
- Coordinate and manage gym memberships
- Coordinate the development and implementation of the Community Wellbeing Plan
- Delivery of SOCK Week initiative

Research, Planning and Marketing

- Assist with the content management of the Shire website and Facebook page
- Prepare weekly newsletter for the 'The Fencepost' and assist with its printing and distribution
- Initiate and maintain revenue generating programs and projects
- Assess and create educational and business opportunities in the community

Reporting

- Record daily statistics and report to Department of Primary Industries and Regional Development and all other grant funding bodies as and when required
- Acquit grants as and when required

Other duties

- Other duties as directed by the EMCS or CEO from time to time.

SKILLS AND EXPERIENCE

Skills and Knowledge

- Highly developed written and verbal communication skills
- High quality customer service and public relations skills
- Ability to manage staff
- Demonstrated leadership and supervision experience
- Knowledge of finance and business management practices
- Demonstrated ability to plan, organise and prioritise workloads to agreed timeframes
- Sound understanding of modern office technology and software
- Proven experience in planning and running events, projects and courses.

Experience (desirable – not essential)

- Demonstrated experience in community development and delivery of events and training courses
- Demonstrated experience in the preparation of grant applications and acquittals
- Experience working under and applying the provisions of the Local Government Act 1995 and associated regulations.

Qualifications, Certificates and Licenses – Essential

- Hold a current C class drivers' license

Qualifications, Certificates and Licenses – Desirable

N/A

RELATIONSHIPS

- Reports to:** Executive Manager Corporate Services
- Supervision Of:** CRC Customer Service Officer, CRC Project Officer, CRC Trainee
- Internal Liaison:** Councillors, Shire Staff
- External Liaison:** Councillors, suppliers, general public, State Government departments.

EXTENT OF AUTHORITY

The position operates autonomously with limited supervision by the EMCS. It exercises a degree of autonomy within the constraints of budget, policy and responsibilities of the role and manages staff with varying degrees of autonomy.

CODE OF CONDUCT

All employees must adhere to the Shire of Narembeen Code of Conduct, enduring compliance with the specified requirements in all aspects of their role.

DISABILITY ACCESS AND INCLUSION PLAN

The position is responsible for supporting the Shire of Narembeen's commitment to advancing the principles and objectives of the Disabilities Service Act 1993, including its 2004 amendments, ensuring compliance with the seven standards outlined in the Disabilities Services Regulations 2013, and contributing to the successful implementation of the Disability Access and Inclusion Plan 2024- 2029.

EQUAL EMPLOYMENT OPPORUNITY

The position is responsible for upholding the Shire of Narembeen's commitment to providing a working environment where every employee is treated equally, fairly, and without prejudice, in alignment with the Equal Employment Opportunity Policy and Management Plan.

RISK MANAGEMENT

Responsible for complying with the Shire's risk management policies and procedures, and for reporting any potential risks related to operational procedures.

WORK HEALTH AND SAFETY

Responsible to ensure that a safe and healthy work environment is maintained:

- Undertake duties with compliance to WHS Act 2020, WorkCover Code of Practice and Shire's Policies and Procedures.
- Working safely at all times to protect your own health and safety, and the health and safety of everyone with who you work, and any other person at the worksite.

- Actively participate in risk assessments to ensure high risk activities are identified and controlled. Suggest improvements where required.
- Identify and report workplace hazards and follow all reasonable directions from supervisors with regard to safety.

Use personal protective equipment as directed by the employer.

EMPLOYMENT CONDITIONS

A pre-employment medical and current National Police Clearance Certificate and Working With Children Check is required.

Prior to commencement, a signed declaration that the incumbent has read the Shire of Narembeen's Induction Manual and Employee Code of Conduct.

Position Details & How to Apply

If you decide to apply for this position, please include a cover letter outlining your relevant skills and experience and a copy of your resume.

The Shire is an equal opportunity employer and applies merit-based selection techniques. Please read these notes carefully as they are designed to help you understand the Shire of Narembeen's selection process.

Application Checklist

Your application should include:

1. A cover letter introducing yourself
2. A current resume with the details of your experience
3. Names and contact details of at least 2 recent employment references.

Further Information

For further information please contact:

Ben Forbes
Executive Manager Corporate Services
E: bforbes@narembeen.wa.gov.au
T: (08) 9064 7308

Closing Date

Closing date for applications – **4pm Friday, 14 February 2025**. Previous applicants need not apply.

Remuneration Information

The position offers the following remuneration package:

Remuneration component	\$ per annum
Cash Salary (\$35 per hour**)	69,160
Superannuation Guarantee (11.5%)	7,953
Superannuation Matching (up to 5%)	3,458
Leave loading (17.5%)	931
Housing Allowance	5,200
Uniform Allowance	500
Total	\$87,202

***Final hourly rate will be decided by negotiation with the successful applicant.*

Annual Leave

Entitled to 4 weeks paid annual leave each year.

Housing

Residential house available for rent, subject to availability.

Ordinary Hours

76 hours per fortnight.

RDO

Ability to work a 9-day fortnight by mutual agreement between the successful applicant and the Executive Manager Corporate Services.