

Position Description

Title	Emergency Relief Christmas Co-ordinator
Business Unit	Community Services: Mental Health and Alcohol and Other Drugs
Location	211 Chapel Street, Prahran
Employment type	Part Time, Maximum Term
Reports to	Team Leader, Community Capacity Building

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

To administer and deliver Christmas events across the Stonnington and Port Phillip community that supports people experiencing hardship, social isolation, and financial insecurity.

The coordinator will be responsible for Uniting hosting another welcoming and successful Christmas lunch, as well coordinate festivities like our Christmas pantry, Christmas hampers, Christmas Toy services, Food for Families and our internal celebrations such as setting up Christmas decorations at the Prahran site and supporting the Staff and Volunteer Christmas Party.

2. Scope

Budget: Coordinate expenses in line with an operational budget of approximately \$50,000

People: Up to 80 Volunteers

3. Relationships

Internal

- Emergency Relief Coordinator

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- Volunteer Services
- Support Workers
- Logistics Team
- Marketing/ Communications Team

External

- City of Stonnington
- Working Together Network
- Coles
- Prahran Market
- Direct Chemist Outlet
- City of Port Phillip
- Guests
- Other Stakeholders

4. Key responsibility areas

The Christmas Coordinator will work under general direction from the Team Leader of Community Capacity Building. The role undertakes a range of functions requiring the application of a high level of knowledge and skills to achieve results in line with Uniting's goals and Christmas event outcomes. The incumbent may be required to work autonomously, exercise initiative and judgment where practices and direction are not clearly defined.

Uniting has a long history of supporting the Christmas Day Lunch and other Christmas events for the local Stonnington community. Partnering with City of Stonnington and local agencies, events include providing people with a Christmas lunch, toy service, hamper and other services over the festive season. With over 80 Volunteers supporting the services and up to 25 local organisations and companies pitching in, this is truly a local community event.

The Christmas Day Lunch is an event where we provide an experience that surprises and delights all who attend. With entertainment, gifts and a free three-course meal we aim to help people in the community who are experiencing physical and/or mental illness, poverty, homelessness and the elderly and who would otherwise be spending Christmas on their own. Although we have a targeted audience for the event, we will not turn people away.

The coordinator will bring to life other festive season events that enhance our place within the broader community by engaging with a wide number of people, community groups, organisations and companies. Other Christmas events in the past have included the Christmas Toy service, Photos with Santa, Food for Families, E.R. Hamper service and our internal celebrations such as setting up Christmas decorations at the Prahran site and supporting the Staff and Volunteer Christmas Party.

Service delivery

- Coordinate the planning, implementation, and overall management of Christmas events, including set up and pull down of the lunch on Christmas day
- Implement plans, set priorities, monitor work flow and establish the most appropriate operational methods for the delivery of the Christmas and other festive season events
- Work to a schedule and meet deadlines
- Coordinate and lead a volunteer workforce to enable delivery of the festivities with assistance from the team leader
- Provide support and direction to staff and volunteers across a range of service providers, local businesses and community groups with assistance from the team leader
- Organise invitations, the guest list and RSVPs
- Work with the Volunteer Services to send out information to volunteers prior to events, including following up any enquiries from prospective volunteers
- Work with the Chef so that the menu meets our Guest's expectations

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- Organise driving routes for volunteer bus drivers on Christmas Day for collection and drop off of any disabled and elderly guests
- General liaison and first point of contact for queries regarding events
- Support media activities where necessary with input from Uniting's media team
- Implement and coordinate the run sheet on the day
- Clearly brief different stakeholders on their roles
- Support other programs and services in implementing Christmas events

Administration

- Attend meetings with City of Stonnington and other stakeholders
- Coordinate regular meetings as needed to help facilitate a successful events during Christmas
- Coordinate the processing of invoices and other purchases with assistance from the team leader
- Maintain and update records and information as per Uniting's requirements
- Complete monthly reporting requirements
- Carry out other administrative tasks

Quality and risk

- Operate within WHS procedures
- Review and develop improvements to service delivery
- Manage Client, Customer and Guest rights and responsibilities with support from the team leader

People and teams

- Seek input, delegate tasks, monitor timelines and provide support
- Provide information, support and advice to a broad audience
- Establish, coach and inspire an engaged and productive team of Volunteers
- Promote and maintain a positive, respectful, and enthusiastic work environment
- Provide feedback on maximising opportunities and mitigating risks
- Identify volunteering opportunities within the context of the event and seek new opportunities for volunteers to become involved.
- Delegate tasks and responsibilities to staff and volunteers.
- Assist with sound recruitment procedures, including interviewing, working with children checks in the selection of volunteers.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct and mandatory reporting (child safety)
- Foster a culture where risks are identified and appropriately managed
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).

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- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- Number of Guests who attend
- Stakeholder engagement
- Deliver the event on time and within budget
- Increase the number of in-kind supporters
- Volunteer feedback
- Guest feedback

6. Person specification

Qualifications

- Event Management Qualification and/or high level of experience in a similar role (Desired)

Experience

- Proven experience in a similar role, with a similar size event and/or responsibility.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Demonstrated ability to provide safe environments for children and young people and protect them from abuse and neglect.
- Exceptional interpersonal skills are a requirement to maintain the co-operation of donors, volunteers, partners, clients/guests, staff, and other stakeholders.
- Demonstrated organizational and administration skills
- Project management skill
- Local area knowledge
- Ability to work autonomously and in a team environment

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

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8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: