

## POSITION DESCRIPTION

### Branch Coordinator - Cairns

<b>SERVICE STREAM</b>	Branch Coordinator
<b>LOCATION</b>	Cairns
<b>CLASSIFICATION</b>	Negotiated Salary
<b>TERM</b>	12 months with possibility of extension
<b>HOURS OF WORK</b>	18 per week including night work plus a level of voluntary contribution
<b>REPORTS TO</b>	General Manager

#### OUR PURPOSE AND VALUES

Rosies is a community of people sharing the Oblate spirit of daring. Inspired by the Gospel, Rosies reaches out to those most abandoned, to be present with them, offering them experiences of community and belonging.

Rosies vision is to reach those who are most abandoned in our society to offer a time of presence and connection with others through:

- Street Outreach;
- Drug and Children's Court support;
- Youth Detention Centre Visitation;
- Prison Visitation

#### POSITION PURPOSE

To ensure delivery of Rosies mission and volunteer safety in Cairns.

#### KEY PERFORMANCE REQUIREMENTS

<b>1. Mission, Vision and Values</b>	<ul style="list-style-type: none"> <li>• Contribute to the development of an organisational culture that is consistent with the philosophy and values of Rosies.</li> <li>• Work ethically and model Gospel and Rosies values through your personal leadership.</li> </ul>
<b>2. Key Duties</b>	<ul style="list-style-type: none"> <li>• Be the face of Rosies within the Cairns community</li> <li>• Maintain and develop partnerships within the Cairns community</li> <li>• Lead a Coordinating Team to ensure the various branch responsibilities (see 3 below) are carried out</li> <li>• Liaise with State Coordinator regarding training, rosters, volunteer numbers and supplies</li> <li>• Liaise with GM and State Coordinator when considering branch growth</li> <li>• Liaise with Team Leaders and State Coordinator following a reported incident</li> <li>• Manage and maintain the branch resources</li> <li>• Manage required documentation in a prompt manner</li> </ul>
<b>3. Branch responsibilities</b>	<ul style="list-style-type: none"> <li>• Supplies and logistics</li> <li>• Team liaison</li> <li>• Outreach mentoring and monitoring</li> <li>• Training</li> <li>• Vehicle management</li> <li>• Public Relations</li> <li>• School liaison</li> <li>• Parish liaison</li> </ul>

Approved By: Dcn Andrew O'Brien (GM)

<b>Approval Date:</b>	31 Oct 2018	<b>Implementation Date:</b>	Dec 2018	<b>Review Date:</b>	Dec 2019
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KEY PERFORMANCE REQUIREMENTS	
	<ul style="list-style-type: none"> <li>Financial recording</li> <li>Events management</li> </ul>
<b>4. Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Oversee branch adherence to safe work practices at all times.</li> <li>Model safe work practices and ensure appropriate reporting</li> </ul>
<b>5. Other Duties</b>	<ul style="list-style-type: none"> <li>Participate in relevant forums and training programs.</li> <li>Work as an effective team member in accordance with Rosies mission, purpose and values.</li> <li>Other activities as directed.</li> </ul>

POSITION REQUIREMENTS	
Required to have	Beneficial to have
<ul style="list-style-type: none"> <li>Commitment to the Rosies mission and values</li> <li>Team leadership experience</li> <li>Strong communication skills both written and verbal</li> <li>Organisational skills</li> <li>Community engagement skills</li> <li>Demonstrated basic ability to use computer IT systems including email and MS Word.</li> <li>Queensland 'C' class Licence.</li> <li>Ability to obtain positive notice in the legislatively required personal history check in line with compliance requirements</li> </ul>	<ul style="list-style-type: none"> <li>Significant experience as a Rosies volunteer</li> <li>Thorough understanding of Rosies vision, mission, and guiding principles</li> <li>Thorough knowledge of Rosies policies and practices</li> <li>Member of a faith community</li> </ul>

**EMPLOYEE ACKNOWLEDGEMENT:**

I acknowledge that I have read and agree with the position description given, and will adhere to the tasks and performance expectations therein.

Signed: \_\_\_\_\_

Name *(please print)*: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Approved By: Dcn Andrew O'Brien (GM)</b>					
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