



# Coordinator

Position Description | Full-Time

May 2024

## About us

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The Marble Bar Community Resource Centre (MBCRC) is a not for profit Incorporated Association servicing the town of Marble Bar and surrounding area. Governance is overseen by a volunteer Committee who are elected from a pool of local members. The Centre employs a Coordinator and staff to deliver services and manage the day-to-day affairs of the Centre.

The MBCRC is part of the Western Australian Community Resource Network (WACRN) which is funded by the Department of Primary Industries and Regional Development (DPIRD) to provide information and support to regional communities.

The MBCRC delivers a variety of services initiatives and programs, hosts events and provides access to technology and support and works in partnership with a variety of organisations including Services Australia (Centrelink) to deliver key services to the community.

The MBCRC strongly supports local businesses and the interests of the Marble Bar Community. We aim to implement and develop community based projects and activities to benefit the residents, station owners, indigenous communities and visitors in and around Marble Bar.

### **Company Culture**

Here at the MBCRC we strive to foster a supportive and flexible work environment. Our business is helping people and as a not-for-profit, we go above and beyond to ensure our team feel valued and are remunerated well for their time.

**To find out more information and submit your resume and cover letter, our details are as follows:**

Website: [www.marblebarcrc.net](http://www.marblebarcrc.net)

Facebook: [www.facebook.com/MBcommunityresourcecentre](https://www.facebook.com/MBcommunityresourcecentre)

Primary Contact: Pam Townsend (Current Coordinator)

PO Box 23 / 16 Francis St, Marble Bar WA 6760

(08) 9176 1375

[mbcrc1@bigpond.com](mailto:mbcrc1@bigpond.com)

## Overview

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The Marble Bar CRC is currently seeking an enthusiastic and capable person to fill the full-time role of Coordinator at our office at 16 Francis Street, Marble Bar. Depending on your background, this might be quite an adventure as Marble Bar is a diverse, remote community located approximately 200km from the nearest regional centre of Port Hedland. This is a rare opportunity to truly make a difference and contribute to the growth and development of a diverse, unique community.

The Coordinator is responsible for providing strategic leadership and direction to employees of the MBCRC, community and other stakeholders, the Committee, volunteers, and individuals accessing and utilising various services provided by the Centre.

As Coordinator you will be encouraged to become a member of the Committee as Secretary, and will be required to attend committee and general meetings, support the committee in strategic planning and association governance requirements.

### **Training & Professional Development**

This role offers significant opportunities for personal and professional development. You will be offered on-the-job training including an initial handover period overseen by the current Coordinator.

You will also be offered other accredited and non-accredited training opportunities, subject to the specific needs of the organisation and your own interests and preferences.

### **Housing & Relocation**

If required, you will be offered assistance to relocate to Marble Bar. After an initial period of temporary accommodation during the handover period, housing will be provided as part of your contract with a cost per/fortnight to be deducted from your wages. The house is a furnished three-bedroom house. You are encouraged to bring your partner or family; there is a small primary school in town and plenty of work available in the region. The final details of this relocation assistance and housing arrangement will be subject to negotiation based on the unique circumstances of the successful applicant.

## **Selection Criteria**

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**We are willing to work with the 'right person' and will provide on-the-job training if/as required.**

- Project management experience/leadership and supervisory experience, preferably within a community development or community centre environment.
- Well-developed verbal, written and interpersonal communication skills, including the ability to liaise, consult and negotiate with a range of stakeholders from community, business, industry and government in a variety of contexts.
- Experience in customer service, including working with diversity.
- Well-developed conceptual, analytical and research skills, including the ability to offer solutions to complex problems.
- Demonstrated ability to plan, organise and prioritise workloads in order to meet agreed timeframes, ability to work independently without supervision.
- Experience in a budgetary and financial management environment, including use of accounting software (Xero), prepare funding and sponsorship applications and prepare and manage contracts.
- Strong digital literacy skills and broad knowledge and understanding of information technology software and equipment

### **Pre-employment Conditions:**

- Must be able to pass a National Police clearance check and WA - Working with Children Check.

# Position Description

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## **JOB TITLE**

Marble Bar Community Resource Centre: Coordinator

## **TYPE OF EMPLOYMENT**

Social and Community Services Employee – Full-time

Ordinary hours: 38 hours per/week

Social, Community, Home Care and Disability Services Industry Award 2010 [MA000100]

Employee level 5, pay point 1 (\$47.50 per/hour)

## **REPORTING RELATIONSHIPS:**

The Coordinator will be responsible to the Committee.

## **DUTIES AND RESPONSIBILITIES:**

This is an outline of your duties and responsibilities. This list is not exhaustive and you may be required to perform additional duties as required or directed by the Committee.

## **MANAGEMENT, PROJECT DELIVERY & REPORTING:**

- Provides leadership and manages the day to day operations of the MBCRC to ensure effective and efficient customer and community services are provided in a cohesive and collaborative manner.
- Manages and oversees all human resource management activities including staff training, performance management and development reviews, leave requirements, rosters, occupational health and safety, grievance management.
- Works with the committee to develop strategic, business and risk management plans together with related policies, processes, procedures and implementation and management of governance measures.
- Implements and manages contracts and agreements and ensures relevant processes and other requirements are complied with.
- Responsible for ensuring suitable records are maintained to support the preparation of key reports
- Preparation, implementation and acquittal of proposals, funding and grant applications, fundraising and sponsorship arrangements.
- Initiate and maintain revenue generating programs and projects.
- Evaluate and assess community needs to ensure services, events and initiatives are effective and relevant.
- Develops, manages and/or undertakes projects and reports on outcomes.
- Attends Committee meetings, provides timely information and is actively involved in discussions.
- Be responsible for the support and supervision of volunteers.

## **COMMUNITY & STAKEHOLDER ENGAGEMENT:**

- Responsible for the marketing and promotion of services, events and initiatives provided by the CRC and membership of the association.
- Develops, builds and maintains positive and collaborative communication and working relationships and partnerships with various internal and external stakeholders including the Marble Bar

Community, local and state government, community/NFP groups, the media, business, industry and the general public.

#### **CLIENT SERVICE & REFERRAL:**

- Ensure customer privacy & confidentiality is maintained.
- Promote the services provided by the MBCRC.
- Provide information, advice and assistance with technology and access to government and community information
- Coordinate training and development opportunities to promote economic and social development outcomes
- Ensure that information on relevant community resources and services is available to clients.
- Develop and maintain relationships with other agencies and maintain information about third-party service providers and referral processes.
- Remain current in new developments in the community as well as education, training, technology, communication, information and business enterprise.

#### **ADMINISTRATION & FINANCES**

- Ensure the equipment and building is maintained and serviced as required.
- Ensure that stock and supplies are ordered as required.
- Ensure queries are responded to in a timely manner and answer phone calls, greet Customers as they enter the Centre and respond to emails throughout the day.
- Ensure routine computer management tasks including backups, antimalware/antivirus updates, file management etc. are carried out.

*Work with the Treasurer and bookkeeper/accountant to ensure:*

- Financial records are maintained, up to date and accessible to the Treasurer and Committee at all times.
- An annual audited financial statement is prepared.
- Regular financial reports are prepared for meetings or as required.
- The funding requirements of funding bodies are met.
- Preparation and adherence to an annual budget.
- Fortnightly payroll and employee remuneration requirements are met.
- Ensure timely payment of bills and moneys owed; including entering into accounting system.
- Ensure timely invoicing for services provided including entry into accounting system.

#### **OTHER DUTIES**

- From time to time, may be required to travel and undertake training and networking opportunities
- Undertake other tasks as required as directed by the Committee.