

### Position Description

<b>Position:</b>	Lalor Refresh Project Coordinator
<b>Reporting to:</b>	Manager, Lalor Living & Learning Centre
<b>Salary range:</b>	Level 5 SCHCADS for NHACE Agreement (2016); negotiable - depending on qualifications and experience
<b>Hours of Work:</b>	15 hours – 2 days per week
<b>Location:</b>	Lalor Living & Learning Centre, 47A French St, Lalor
<b>Terms of Appointment</b>	Fixed term 12 months
<b>Start date:</b>	Start Mid Jan 2023
<b>Application closing date</b>	9am, Monday 5 December, 2022

### Organisational Context

Our welcoming, friendly and professional centre includes a Neighbourhood House, providing different activities and classes for members of the community. Lalor Living & Learning Centre (LLC) is registered with the ACFE Board as a Learn Local provider of adult education. Many activities focus on adult education, including English and computers, but the Centre is very supportive of learners of all ages from culturally and linguistically diverse backgrounds. This includes social groups, art classes, weekly community lunches and cooking activities with local school students. We offer Occasional Childcare, After School Tutoring Program for younger members of our community through to adults.

**Our Vision:** To be a welcoming, safe and happy space where you learn, connect and make friendships within a culturally diverse community.

**Our Purpose:** LLC aims to:

- Nurture community connections, create opportunity, promote equity and challenge disadvantage
- Transform lives with the power of learning, skills & knowledge sharing
- Bring the community together to create a healthy and sustainable local environment
- Engage in friendship, fun and creativity.

**Our Values:** Lalor Living & Learning Centre brings the following core values to everything we do:

- Community led.
- We champion inclusion, equity and strive for a sustainable environment.

### About the Project

Using artistic engagement with school students and older community members, Lalor Refresh aims to promote recycling and creative reuse of waste products, achieved through a series of integrated activities:

- Community art installations using recycled products e.g. mosaics and sculptures that promote plastic free living, litter prevention and recycling
- A large mural designed with the community celebrating the environment and how to care for it.
- Food waste prevention, food preservation activities (pickling, drying) and composting food scraps.
- Community composting, mulch recycling, permaculture education with Links Community Garden
- Education in litter prevention, food waste reduction with City of Whittlesea, Lalor Traders and schools.
- Building community run vegetable gardens

### Position Rationale

The Lalor Refresh Project Coordinator is a new position that will participate in the design and development of the Lalor Refresh Lalor Arts & Permaculture Project. It is a 12 month project from mid-January 2023 to January 2024. The Project Coordinator will facilitate the design and development of community gardens, art murals and work with Links Community Garden to increase composting and mulching in the local community.

**Project Supports:**

- The AwareAway team who will focus on community designed vegetable gardens and installations
- A team of tertiary students on placement
- Local mural artists engaged to co-design and produce the murals and artwork.
- The project draws on the gardening and food skills of the older migrant community members
- We will attract volunteer and school student involvement.

**Key Roles and Responsibilities****Design and development of the project**

- Relationship building with local community groups and neighbours
- Contribute to the planning and delivery of marketing and communications of the project and other related LLLC activities with the support of the centre Manager and tertiary students
- Support the centre Manager in liaising with the local Council with relevant approvals of proposed project components.

**Volunteer team and community garden committee**

- Recruit, train and support volunteers to participate in the planning and delivery of programs and activities for the project
- Support the AwareAway team to establish a community garden committee

**Community collaboration:**

- Work in partnership with the local community to identify community needs and aspirations relating to the Lalor Refresh: Arts & Permaculture project
- Partner with local community groups and organisations, local businesses, schools and local Council staff to encourage engagement and joint activities

**Reporting and risk management:**

- Work with the Manager and community to establish a simple evaluation framework that measures the impact of the project, developing a simple system to enable the collection of information and data that supports the evaluation framework and reporting requirements
- Be aware of health and safety concerns/risks associated with the work and work with the Manager to identify and document risks and strategies to mitigate them

**Key Selection Criteria - Essential**

- Demonstrated experience in at least one of these areas: community engagement and development; sustainability; permaculture or vegetable gardening experience
- Very good community project management experience – throughout the whole project lifecycle
- Strong relationship management skills with the ability to build relationships with a diverse range of key partners, stakeholders, community groups and organisations
- Experience working with people of all ages, in cross-cultural settings and a demonstrated commitment to the principles of equity, access and community participation
- Demonstrated capacity for resourcefulness and self-motivation and an ability to manage competing and complex work priorities

**Employment Conditions**

- The successful applicant will be required to enter into an employment contract and maintain successful Police and Working with Children's checks.

Aboriginal and Torres Strait Islanders, people from multicultural backgrounds are encouraged to apply. People who live in Whittlesea LGA or surrounding suburbs are also encouraged to apply.