

## Position Description

<b>Position:</b>	Lalor Refresh Project Coordinator Creating opportunities through social connection and creative industries.
<b>Reporting to:</b>	Manager, Lalor Neighbourhood House
<b>Salary range:</b>	Level 6 SCHCADS for NHACE Agreement (2018); negotiable - depending on qualifications and experience
<b>Hours of Work:</b>	20 hours –3-4 days per week
<b>Location:</b>	Lalor Neighbourhood House, 47A French St, Lalor
<b>Terms of Appointment</b>	Fixed term – 2 years
<b>Start date:</b>	May 2024

### Organisational Context

Our welcoming, friendly and professional centre includes a Neighbourhood House, providing different activities and classes for members of the community. Lalor Neighbourhood House is registered 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, gardening, 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 Lalor Refresh Project is transforming the local area with gardens and art installation and hopes to become an arts and permaculture precinct that foster creative industries.

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

**Our Purpose:** LNH 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:** LNH brings the following core values to everything we do:

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

### About the Project

The Lalor Refresh Project brings people from CALD backgrounds; those with an intellectual disability or lived experience of mental illness; Aboriginal women, local residents and volunteers together to participate in creative arts, permaculture, food preserving, crafts, sewing, and other creative industries using recycled materials.

These activities will transform a neglected Lalor Laneway, connecting a Library, Senior Citizens Centre and Neighbourhood House into an Arts, Garden & Social Enterprise precinct. The project is strength-based, using participatory leadership and decision-making principles.

People of all backgrounds and abilities will find purpose, social connection, skills development, shared leadership as everyone drives the project design together. Activities will be responsive and often spontaneous, as group members inspire each other, teach each other new skills; create inspirational indoor and outdoor art, gardens and creative products for sale in the new Makers' Space.

### Position Rationale

The Lalor Refresh Project Coordinator is a new position that will lead the design and development of the ***Lalor Refresh Project - Creating opportunities through social connection and creative industries.***

Everything that LNH does is driven by and with the local community. We use participatory consultation at every stage of our work. Our programs are generated in response to community demand, such that many of our programs develop spontaneously as people come together and generate ideas together. This approach creates so much enthusiasm and energy that good things happen!

We are now engaging with participants from several Disability Support organisations, and auspice a carers' group, who are keen to participate in the design of our creative programs. We are also linking in with several volunteers with creative skills who are keen to share their skills and knowledge to develop products that could be sold at markets, often using recycled materials.

All our gatherings, classes, groups include informal discussions that draw out participants' interests and abilities and explore what we can all learn from each other. This approach will mean that people with disabilities can contribute their ideas, passions and skills with other group members in an accessible and comfortable way. People who participate in our programs, many with disabilities already report a new sense of belonging and wellbeing, their doctor's even noting improved health indicators.

### Outcomes will include:

- Makers' Space established for community members, accessible for people of all abilities
- Volunteers and participants of all abilities support each other to learn new skills
- People find safe and comfortable place to learn skills, socialise and build confidence
- New groups and activities are generated as we tap into more ideas from participants
- Connect with and involve school groups in relevant activities
- Explore ways to increase the involvement of parents and children with a disability to participate in our Child Care programs
- Support the team to foster community involvement in Vegetable production, murals, yarn-bombing and pocket parks to increase the beauty and attraction of the area

- Support interested participants to access training in small business

### **Direct reports**

- The Project Coordinator will supervise the Lalor Refresh team including:
  - Social Enterprise Coordinator
  - Coordinator of Volunteers
  - Community Garden Facilitator
  - Tertiary students on placement

### **Project Supports include:**

- A team of tertiary students on placement
- Local mural artists engaged to co-design and produce the murals and artwork.
- We will attract volunteer and school student involvement.

### [Overview of Duties](#)

#### **Design and development of the project including:**

- Relationship building with local disability support groups and community groups
- Contribute to the marketing and communications of the project and other related LNH activities with the support of the Lalor Refresh Team, centre Manager and tertiary students
- Facilitate community gatherings to explore ideas and create new activities and creative products
- Support the Social Enterprise Coordinator to establish the Maker's space and attract participants
- Support the Volunteer Coordinator and community garden facilitator to establish a community garden group
- Develop Action plans for project, review and update

#### **Community collaboration:**

- Work in partnership with the local community to identify community needs and aspirations relating to the *Lalor Refresh Project: Creating opportunities through social connection and creative industries*.
- Partner with local community groups and organisations, local businesses, schools and local Council staff to encourage engagement and joint activities
- Deepen partnership with Gurwidj Koori Neighbourhood House to connect in with our Lalor Creative Hub, Social Enterprise
- Form partnerships and collaborate with local Disability Support groups including groups representing diverse cultural groups in Lalor and surrounding communities

#### **Reporting and risk management:**

- The Lalor Refresh Coordinator will report to the LNH Manager.
- Work with the Research Team (once recruited) and community to establish a simple participatory 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; working with people and group with a differing abilities; strong understanding and connection with the disability sector more broadly.
- 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 a two year fixed term employment contract and maintain successful Police and Working with Children's checks.

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