

Thank you for your interest in the role of **Regional Coordinator - WA**. This application package has been designed to provide you with an overview of the role and to address many of the questions that you may have.

### How to Apply

All applications need to be submitted by email to Nicola Cools at [nicola@linkz.net.au](mailto:nicola@linkz.net.au)

*Applications close at 5pm Monday 15<sup>th</sup> March.*

You need to ensure that your application includes the following information:

- a current resume or curriculum vitae
- a brief response to the skills required section
- two referees with contact details (these can be of a personal or professional nature)

### The Application Process

All applicants will be notified of their progress by Friday 19<sup>th</sup> March. Shortlisted applicants will need to be available for interview during the week starting 23<sup>rd</sup> March.

If you have any further questions please contact:

**Nicola Cools**

HR Officer

E [nicola@linkz.net.au](mailto:nicola@linkz.net.au)

## ABOUT LINKZ

Linkz Incorporated is a not for profit organisation that has been set up to establish connections and partnerships between Indigenous and non-Indigenous Australians at both a local community level and also on a broader scale. Our identity is firmly based on the notion that individual humanity is inextricably bound to others and so in order to be effective we must join together.

*By establishing Linkz between communities we aim to build a widespread sense of pride in the strength, diversity and value of Indigenous culture for all Australians.*

Linkz believes that this can be achieved by:

- Providing opportunities for personal development through volunteering
- Creating more Australian-based volunteer opportunities for young people
- Increasing the frequency and quality of positive interactions and learning's between Indigenous and non-Indigenous Australians
- Utilising the 'ripple effect' to encourage and support volunteers to share their experiences with the broader community
- Providing opportunities for cross-cultural exchange
- Building shared pride in Aboriginal culture and knowledge for Indigenous and non-Indigenous Australians and promoting it as part of the broader Australian identity
- Providing communities, and in particular young people, with the opportunities they need to build the skills to identify and create localised solutions
- Offering resources to address the lack of available services in regional and remote Aboriginal communities

Linkz Incorporated was registered as an incorporated association in NSW in December 2008. Since that time Linkz has sought registration as a national body and now has teams in Western Australia, New South Wales, ACT and Victoria while also running programs and activities across the Northern Territory.

Linkz Incorporated > National Programs Team > Regional Coordinator – WA

POSITION TITLE	Regional Coordinator
<p><b>Job Outline</b></p>	<p>Linkz Incorporated is a not for profit organisation that has been set up to establish connections and partnerships between Indigenous and non-Indigenous Australians at both a local community level and also on a broader scale.</p> <p><i>By establishing Linkz between communities we aim to build a widespread sense of pride in the strength, diversity and value of Indigenous culture for all Australians.</i></p> <p>The Regional Coordinator will be responsible for the establishment and development of a range of Linkz programs with a particular focus on remote areas of Western Australia. This will include the implementation of our flagship “Linkz Odyssey” program and responsibility for a range of community-based elements as well as volunteer management.</p> <p>The Regional Coordinator is a key member of the National Programs Team and plays a critical role in the quality and direction of our Western Australian based operations. This position will be required to work closely with a number of other team members including the CEO, Business Partnerships Manager, Training Coordinator and the National Programs Manager.</p>
<p><b>Responsibilities</b></p>	<p>Key areas of responsibility will include:</p> <ul style="list-style-type: none"> <li>• Conducting needs assessments and community consultations</li> <li>• Developing project proposals and the related activity programs and schedules</li> <li>• Developing and maintaining relevant program budgets</li> <li>• Maintaining resource and equipment registers</li> <li>• Identifying potential resource and partnership opportunities to ensure ongoing feasibility of programs</li> <li>• Liaising with community members and organisations to build effective working relationships</li> <li>• Completion of regular evaluation and progress reporting</li> <li>• Assisting in the completion of acquittal reports and grant requirements</li> <li>• Comprehensive volunteer management including performance reviews</li> <li>• Conducting volunteer debrief and support sessions as required</li> <li>• Developing volunteer policies and procedures</li> <li>• Logistical planning including the coordination of Odyssey participant travel arrangements</li> <li>• Networking and establishing relationships with organisations offering relevant sporting and/or leisure services</li> <li>• Delivering volunteer training sessions and facilitating meetings</li> </ul>

<p><b>Skills Required</b></p>	<ol style="list-style-type: none"> <li>1. Excellent time management skills</li> <li>2. Excellent verbal and written communication skills</li> <li>3. Ability to lead a small team of volunteers</li> <li>4. Demonstrated ability to produce high quality reports and submissions</li> <li>5. Initiative and high level of self-motivation</li> <li>6. Previous experience in project management, youth work, social work or related field is desirable</li> <li>7. Demonstrated experience in a cross-cultural setting is considered highly desirable</li> <li>8. Knowledge of community development principles and strengths-based approach considered highly desirable</li> </ol>
<p><b>What you get out of it?</b></p>	<p>As a Linkz volunteer you have the:</p> <ul style="list-style-type: none"> <li>- Opportunity to develop workplace experience in the not-for-profit sector and build a range of transferable skills which are highly valued by employers</li> <li>- Opportunity to be involved in Linkz community-based programs and projects and gain valuable first-hand knowledge of Indigenous culture and issues affecting some of Australia's most disadvantaged communities</li> <li>- Ability to be involved in program design and the broader strategic direction of the organisation</li> <li>- Chance to be involved in making a difference to the lives of vulnerable and disadvantaged young people across Australia!</li> </ul>
<p><b>Time Commitment</b></p>	<p>The weekly time commitment for this volunteer position is both variable and flexible. It is however likely to be between 10 and 15 hours per week.</p> <p>Applicants should also be willing to undertake some interstate travel, including visits to remote Indigenous communities.</p>
<p><b>Location</b></p>	<p>Perth, Western Australia</p>
<p><b>Reports to</b></p>	<p>Chief Executive Officer</p>