**POSITION DESCRIPTION**

**POSITION TITLE:**  Branch Coordinator

**BRANCH:**  Wynnum

**LOCATION:** to be advised

**STATUS:**

**MCj04346630000[1]VOLUNTEER FULL TIME PART TIME CASUAL**

**HOURS OF WORK:** as suits the incumbent and the needs of the Branch

**CLASSIFICATION/SALARY:** \_\_\_\_\_\_N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INCUMBENT:**

(Name) (Date)

**AUTHORISED BY:** Andrew O’Brien General Manager

(Name) (Position)

**DATE:**  23 /09 / 2015

1. **PURPOSE**

To facilitate the competent operating of all Branch Outreaches, within the Mission, Policies and Procedures of Rosies Youth Mission, with the support of Rosies State Office**.**

1. **REPORTS TO**

General Manager

1. **COORDINATES WITH**

State office staff located at 109 North Rd, Wynnum

1. **SUPERVISES**

Outreach Team Leaders and local logistic or administrative volunteers

*(current Outreaches are in development)*

1. **KEY TASKS/ACTIVITIES INCLUDE:**

**As this is a new Branch the role will initially involve developing a Branch Team and an Outreach location in conjunction with the General Manager.**

The Coordinator role is to lead a Branch Team to undertake the following:

* 1. Maintain the Mission focus of outreach activities
  2. Volunteer assessment and training
  3. Manage Outreach Room, vans and Resources
  4. Workplace health and safety compliance
  5. Issues management
  6. Team Leader recruitment and training
  7. Promotion of Rosies and representation at events
  8. Community stakeholder management
  9. Contribute to Outreach development and review

1. **PERFORMANCE INDICATORS INCLUDE:** 
   1. Development of mission
   2. Competence of Team Leaders
   3. Community profile of Rosies
   4. Level of community support
   5. Vehicle(s) maintained
   6. Consumable stocks available
2. **SELECTION CRITERIA**
   1. **Qualifications, licenses, certificates, relevant training and/or experience**:
      1. as required for volunteers
      2. commitment to Catholic Social teachings and Oblate mission
      3. willingness to participate in ongoing spiritual formation and competency training
      4. leadership and ability to influence others
      5. communication
         1. ability to consult with Team leaders and office staff
         2. competent public speaker
         3. negotiation with stakeholders
      6. organising ability
         1. ensure Branch planning
         2. oversee logistical requirements
      7. driver’s licence (preferably manual)
      8. ability to use email and mobile technology at a basic level

*NB: It is not expected the Coordinator would necessarily possess all these capabilities but able to lead a team that does*

* 1. **Personal attributes/characteristics:**
     1. At all times demonstrate the espoused spirit and principles of Rosies as promulgated by the Board and General Manager
     2. Lead the building and maintenance of the Rosies outreach in the Branch

1. **DELEGATIONS**

**Decision Making**

Is the position holder expected to:

1. Resolve issues

YES MCj04346630000[1] NO

If yes, please give example(s):

* Outreach materials within the budget and to the value of $40
* resolve issues re volunteer rosters & contact lists

1. Make decisions after discussion with the General Manager?

YES MCj04346630000[1] NO

If yes, please give example(s):

Engage & delegate work to Admin Volunteers and Work Experience students,

1. Make recommendations to General Manager?

YES MCj04346630000[1] NO

If yes, please give example(s)

The coordination of all aspects of the volunteers

##### Operating Environment

Accountable for budgeted expenditure?

YES MCj04346630000[1] NO

If yes, describe nature and size of budget

Outreach supplies as per budget

***Subordinate Staff***

Does this position have subordinate positions/roles reporting to it?

YES MCj04346630000[1] NO

If yes, how many? 20+ Team Leaders

Would the person in this position be responsible for the on-job performance of these subordinates?

YES MCj04346630000[1] NO

**Relativities**

What other position(s) operate at the same level of responsibility.

NOT APPLICABLE