



Women's Association South East Melbourne Australia

a place of welcome and friendship

Community Development Worker – MUSTER Grant Program

ABOUT WASEMA Inc.

Women's Association South East Melbourne Australia (WASEMA) Inc. works for the wellbeing of women, especially in South East Melbourne.

It provides a network for women's groups to share activities, experiences and challenges. The network invites women's groups, agencies and service providers to meet each month to share information and provide opportunities for engagement.

WASEMA Inc. also provides opportunities for women's groups to work together and support each other on common projects, funding applications, events and other activities.

WASEMA Inc.'s role is to advocate for women.

WASEMA Inc. creates, plans, develops, executes activities such as friendship cafes, information sessions, workshops, training, exhibitions, expo's, mentoring, coaching, wellbeing programs within WASEMA Inc. and/or in collaboration with other organisations, networks, groups or individuals.

Today, due to COVID-19, all activities are delivered online using virtual platforms.

ABOUT THE POSITION

WASEMA Inc. applied successfully for the Mutual Understanding, Support, Tolerance, Engagement and Respect (MUSTER) grant, to establish nine WASEMA Friendship Cafes in South East Melbourne in the municipalities of Casey, Cardinia and Dandenong.

The purpose of the Grant is to: Build strong, resilient, cohesive and harmonious communities to ensure that individuals, families and communities have the opportunity to thrive, be free from intolerance and discrimination, and have the capacity to respond to emerging needs and challenges.

The MUSTER Grant Committee is looking for **Community Development Workers** to facilitate WASEMA Friendship Cafes across the municipalities of Dandenong, Casey and Cardinia, ensuring each WASEMA Friendship Café is a safe and welcoming space for women.

WASEMA Inc. an Equal Opportunity Employer Committed to Work Health, Safety, and Diversity

**WASEMA INC
ABN 81 152 282 818**

COMMUNITY DEVELOPMENT WORKER WILL DO THIS BY:

- Reviewing & updating the asset map & build relationships with organisations, groups & individuals in the areas of Casey, Cardinia and Dandenong
- Setting up and facilitating WASEMA Friendship Cafes, either onsite or online, or simultaneously (Hybrid Model)
- Utilising virtual platforms, such as Zoom, Workplace, Microsoft Teams to conduct weekly virtual sessions
- Promoting and encouraging a friendly and welcoming environment at WASEMA Friendship Cafes
- Developing and maintaining partnerships with existing and new stakeholders
- Collecting and reporting data properly in accordance with the project's requirements
- Contributing to the development of reporting and evaluation templates
- Producing necessary weekly and monthly reports according to project's reporting requirements
- Maintaining Data Exchange (DEX) entry on a weekly basis
- Attracting, inducting, training and mentoring volunteers
- Planning Sessions/Activities in advance for each week of each term
- Arranging guest speakers, information sessions and events as required by the Activity Work Plan
- Creating, promoting and distributing flyers relevant to WASEMA Friendship Cafe
- Attracting participants and maintaining attendance for WASEMA Friendship Cafe
- Managing Café expenses and record finances
- Seeking and applying for grants to support individual Cafes
- Demonstrating a sound understanding of WHS/Risk Management processes including that of COVID-19
- Managing and reporting WHS issues and risk as they may arise from time to time.

SUCCESSFUL CANDIDATE ACCOUNTABILITY

- As a successful candidate, you will have previous experience working in a community development role with a minimum of Certificate IV in Community Development, and/or a minimum of 2 years' experience
- Knowledge of local government is desirable
- Australian Business Number (ABN)
- Public Liability Insurance
- Cleared National Police Check and Working with Children Check
- Current full Victorian driver's licence and use of own reliable car
- First Aid and Mental Health First Aid desirable
- COVID-19 training desirable
- Ability to work independently from home
- Strong and reliable internet connection
- Own mobile phone, laptop and software - Microsoft Office including Excel
- Language/s other than English is desirable

HOW TO APPLY

If this sounds like a job for you, please send your cover letter and CV to wasema.mustergrant@gmail.com

Applications close: Friday, 18th September 2020

Please email wasema.mustergrant@gmail.com for us to send you a job description copy

WASEMA Inc. an Equal Opportunity Employer committed to Work Health, Safety, and Diversity

This project received grant funding from the Australian Government through the Department of Social Services