

POSITION DESCRIPTION



OVERVIEW	
Title	Community Coordinator – Health and Wellbeing
Department	Foundation and Community
Reports To	Community Manager
Location	Mulgrave
Date Prepared	26/08/19

PURPOSE	
<p>The Community Coordinator – Health and Wellbeing supports the delivery of programs within the Mental Health pillar of the Hawthorn Football Club Community framework. Reporting to the Community Manager, this role will primarily be responsible for the planning, implementation and evaluation of the HFC Health and Wellbeing programs and work collaboratively with community partners and stakeholders to build relationships and deliver quality programs.</p>	

PARAMETERS	
Direct Reports	0
Key Internal Stakeholders	Football Department, Tasmanian Operations, Sponsorship, Membership/Fan Development, Foundation, Next Generation
Key External Stakeholders	AFL, AFL Victoria, EFL, Eastern Ranges, Beyond Blue, SALT, Headspace, Anglicare, EACH, Eastern Health, Kokoda Youth Foundation and City of Kingston
Key Challenges	To build new and existing programs across relevant communities To develop and foster relationships with community groups

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QUALIFICATIONS

- Tertiary qualification in community, youth workers, health promotion

KNOWLEDGE AND EXPERIENCE

- Prior experience working and engaging with young people aged 12-25 in community or health organisation
- Demonstrated experience in project or program coordination and/or management
- Prior experience in relationship management and stakeholder engagement
- High level of cultural awareness and diversity and inclusion principles
- Proven ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds

CORE SKILLS

- Highly self-motivated with a positive 'can do' attitude
- Excellent written and verbal communication skills, including presentation/public speaking
- Demonstrated ability to identify and resolve problems and make appropriate recommendations
- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
- Well developed IT skills including experience in Microsoft Office
- Ability to work and contribute as part of a wider team and also autonomously
- Ability to engage empathy and display the values of HFC

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KEY PERFORMANCE AREA	RESPONSIBILITIES
Manage Health and Wellbeing partner relationships	<ul style="list-style-type: none"> • Build and maintain strong relationships between club and health and wellbeing partners to ensure positive stakeholder relations • Engage with program participants to ensure that programs remain relevant and innovative • Manage relationships with other community organisations and service providers in the area – collaborate, advocate, refer, avoid duplication • Recruit, train, manage and engage with team of volunteers to ensure professional delivery of programs • Provide exceptional client service to ensure high levels of satisfaction
Health and Wellbeing program coordination	<ul style="list-style-type: none"> • Coordinate and deliver key programs across Melbourne, Gippsland, NT and Tasmania in accordance with Community strategy. Including but not limited to: <ul style="list-style-type: none"> ○ Beyond Blue Cup ○ Headspace Engagement Program ○ Wellbeing and Mental Health Workshops (SALT) ○ Kokoda Youth Challenge • Manage relationships with key partners to drive mutually beneficial outcomes for both parties including Beyond Blue, Headspace Centers, SALT and Kokoda Youth Foundation • Develop, manage and deliver programs to meet needs in collaboration with other community coordinators at HFC • Evaluate program outcomes and adapt programs as required to meet partners needs • Complete scheduling of programs and activities in accordance with program strategic plan • Work with Community Manager to ensure all program activities are succeeding and meeting outcomes • Maintain high level of knowledge on all Health & Wellbeing Programs, initiatives and industry trends
Community communication	<ul style="list-style-type: none"> • Ensure that community requests for the Club are responded to in an efficient and professional manner • Maintain regular communications with key partners and stakeholders to keep them informed and up to date with Health & Wellbeing Programs and initiatives
Community Camp	<ul style="list-style-type: none"> • Assist with the delivery of the AFL Community Camp across Tasmania and Katherine
Other Activities	<ul style="list-style-type: none"> • Other tasks and projects as reasonably directed.

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DYNAMIC	RESPECTFUL	SELFLESS	SUPPORTIVE	RELENTLESS
In our thinking, attitudes and actions	For each other and our stakeholders	The club comes first	Empowering each other to achieve our vision and purpose	In the pursuit of excellence
<ul style="list-style-type: none">• Energetic pursuit of innovation• Always seeking best practice solutions• Continually challenging the status quo	<ul style="list-style-type: none">• Appreciating our colleagues' roles and our working environments• Recognising our club history• Accepting and celebrating differences	<ul style="list-style-type: none">• Demonstrating commitment to others• Demonstrating a team-first approach• Sharing credit and responsibility	<ul style="list-style-type: none">• Fostering an inclusive environment• Showing empathy and care• Offering faith and trust in each other to achieve the best outcome	<ul style="list-style-type: none">• Committed to the pursuit of excellence• Refusing to settle for second best• Continually searching for a better way