



Position Description **Community Impact Coordinator**

Department:	Impact
Reports To:	Manager, Community and Sector Impact
Location:	Flexible
Position Purpose:	As a member of Deaf Connect’s Impact Team, the Community Impact Coordinator will coordinate and implement key deliverables for specific initiatives/projects, ensuring activities undertaken creates maximum impact for the Deaf and hard of hearing communities across Australia. This role will also provide support across a range of Impact and organisational initiatives as directed by the Manager – Community & Sector Impact.

ACCOUNTABILITY [1-4]

Has direct responsibility over	[1]	Recommends, advises, interprets	[2]
Shares responsibility with others	[3]	Provides information	[4]

Key Result Areas:

Community Impact

Coordinate and deliver community-facing Impact and broader Deaf Connect activities including but not limited to Deaf Leadership, Deaf Youth, Deaf Ecosystem and Deaf Heritage and Cultural Recognition Program, ensuring initiatives and activities are delivered according to agreed project plans. [1]

Develop and foster strong relationships with community members and key stakeholder groups to ensure successful delivery of initiatives, demonstrating a collaborative approach. [1]

Identify and action engagement, information, education and feedback opportunities to innovatively generate impact for the Deaf community and broader communities. [2]

Participate in and represent Deaf Connect at external community events and meetings. [3]

Deaf Connect Grants Program

Coordinate processes and provide administrative support for the Deaf Connect Grants Program, including managing relations with individuals and groups, and provide additional support to Management to ensure successful and impactful delivery of grants. [1]

Work in collaboration with Management and the Finance team on the tracking, reporting and acquittal of grants. [1]

Work in collaboration with other teams to build the capacity of community individuals and groups to maximise their understanding of writing grant proposals and acquittal requirements. [2]



General

- Collaborate with other members of the Impact team and other Departments as required to meet organisation needs. [1]
- Other duties as directed by the Community and Sector Impact Manager [1]
- Ensure internal and external opportunities for evaluation, learning, knowledge sharing, and innovation are maximised. [1]
- Provide a high standard of professional service by upholding the vision, mission and values of the organisation. [1]
- Comply with Deaf Connect policies and procedures for workplace health and safety, ensuring that you do not place yourself or others at risk of injury. [1]
- Understand and work within the relevant parts of Deaf Connect’s quality management system. [1]

DECISION MAKING

Decisions

Coordination of programs and projects

Recommendations

Policy and procedures
Planning and prioritisation

PRIMARY RELATIONSHIPS

Internal

Community and Sector Impact Manager

Purpose / Relationship

Line management and development, reporting, advice and support

Impact Team

Collaboration, advice and support

MarSales Team

Collaboration, advice and support

External

Community – individuals and groups

Purpose / Relationship

Consultation

Partners

Collaboration

Persons/functions that report to this position

NA

Role / Relationship

NA

KNOWLEDGE AND SKILLS

Requirement for skills / knowledge in this position

[N] None
[M] Moderate

[L] Little need
[I] Important

[D] Desirable
[C] Critical

	N	L	D	M	I	C
Innovating						X
Planning						X
Organising						X
Patience & Friendliness						X
Customer/Client Orientation						X
Financial Acumen				X		
Administration						X
Auslan						X
Professionalism						X
Acceptance					X	
Problem Solving					X	
Deciding					X	
Implementing						X
Communicating						X
Flexibility					X	
Consulting					X	
Participating						X

SELECTION CRITERIA

Essential

- In-depth understanding of opportunities and challenges facing Deaf and hard of hearing Australians and their families
- Well-developed communication and interpersonal skills, including fluency in Auslan
- Excellent organisational and time management skills with an ability to prioritise, coordinate and manage multiple tasks simultaneously
- Proven ability to develop and maintain effective working relationships with stakeholders at all levels and demonstrated ability to maintain confidentiality
- Excellent interpersonal skills with the ability to promote the organisation in a professional manner
- Computer skills: Advanced level of Microsoft Office Suite particularly Word, Excel, and PowerPoint



Desirable

- Experience in awarding, monitoring and acquitting grants or similar
- Experience in facilitating groups
- Understanding and experience of National Disability Insurance Scheme

Please sign below your agreement of the above position description

Print Name

Signature

Date