

## HEDLAND COLLECTIVE COORDINATOR

## Position Summary

The Hedland Collective is a new, innovative effort in Hedland to improve collaboration between community services, local companies, and local and state government on key local priorities.

The Coordinator will have the following responsibilities:

- Foster communication and collaboration amongst partners
- Maintain, update and track progress on the Hedland Collective strategy and action plan
- Act as an external spokesperson, ambassador and connector for the Collective in the community

The Coordinator will deliver on these responsibilities by working collaboratively with internal stakeholders, including the Collective's cross-sector Steering Committee. The Coordinator will also manage any additional staff that may be hired to support the initiative.

## Location, Employer, Salary &amp; Benefits

The salary will be determined commensurate with experience, but has been **benchmarked to similar positions at \$130,000, with a competitive benefits**, including commuter use of a vehicle, subsidised rent, and subsidised utilities. BHP has committed funding for this position and operating costs for the backbone organisation. Staff will be physically located in a non-profit or local government organisation in Hedland and a non-profit intermediary will administer salary and benefits.

## Background of Hedland Collective

A broad group of stakeholders in Hedland have come together to strengthen community outcomes and spirit in Hedland. With facilitation support from [FSG](#), a non-profit consulting group, community partners have articulated a vision for the future success of the Hedland community:

Members of the Hedland Community have ***pathways to opportunity***.

The Hedland community is **safe, welcoming and vibrant**. There is a sense of pride and respect for all members of the community and for the town's diverse cultures and history. Starting at the earliest stages, children are in **healthy and supportive family environments** and are able to access **quality education and extra-curricular opportunities** so that they are well-prepared for adulthood. There are significant local employment and business opportunities that **attract and retain community members**.

This effort aims to build on the strong base of existing services available in the community. Through improved collaboration, participants intend to make services better utilised and easier to navigate for community members and align work to increase impact. Over the last six months, the collaboration has developed a common agenda to guide its work, established a Steering Committee and several working groups that meet monthly to make progress on key action areas, including: generating more local employment opportunities, enhancing community vibrancy and inclusion, and strengthening the social safety net. During 2018, the collaboration in Hedland will develop detailed goals, strategies and structure to improve outcomes for the community in Hedland in a sustainable manner using the [collective impact](#) approach as a model.

## Coordinator Responsibilities

The Coordinator will perform the following functions:

- Manage a multi-year project plan toward **key milestones** related to the vision and common agenda
- In partnership with working group co-chairs, **arrange and facilitate regular working group meetings**
  - **Research** similar initiatives for benchmarking and **gather data** to make decisions and track progress
  - Ensure that working groups are aware of relevant **community developments**
  - Help **identify resources** that could support concrete ideas from working group action plans
- Make connections between the working groups and **link similar work** and **other relevant efforts**
- Maintain ongoing communications with **partners and the broader community** (e.g., planning and participating in meetings and events, writing newsletters, maintaining a website, etc.)
- Develop **reports and materials** for community partners and collaboration participants
- Across the initiative, support the development of activities that advance **more equitable outcomes** among Hedland community partners

FSG and members of the Steering Committee will provide support and coaching in the first year of the position.

## Ideal Experience, Education, and Traits

- At least 5 years of experience in a community non-profit organisation, government agency, or similar organisation, of which 2-3 years should be at a coordinator level
- Familiarity with the Hedland community and social issues, with a passion to strengthen the community
- Passion for improving outcomes for youth and families to support a better future
- Demonstrated commitment to equity and addressing disparities
- Ability to act with empathy, especially when working with youth and other individuals with lived experience across diverse backgrounds
- Experience facilitating meetings of cross-sector stakeholders to achieve greater collaboration and action
- Ability to build collaborative relationships across multiple sectors to achieve systems change
- Ability to think and problem solve at a systems level, as opposed to a program or organisational delivery level (e.g., identify strategies focused on increasing coordination or filling gaps in service)
- Comfort with ambiguity, with an ability to make sense of complexity and work independently
- Excellent written and verbal communication skills
- Bachelor's degree or commensurate experience

## How to Apply

Please submit a resume and a cover letter addressing the questions below:

1. Why are you passionate about strengthening Hedland's community and what experience will help you do so?
2. How do you think cross-organisation and cross-sector collaboration could improve Hedland?
3. What do you perceive to be the most significant challenges for this collaborative and for the future Coordinator?

*Please send applications to [HedlandCollaboration@gmail.com](mailto:HedlandCollaboration@gmail.com). Applications will be considered on a rolling basis.*