

Position Description

Common Equity Housing Limited

Co-Op Support Coordinator

Position Title: Co-Op Support Coordinator	Date of Issue: 25 August 2010
Division: Co-Op Support & Development Division	Location: Level 1, 112 Balmain Street, Richmond
Reports To: Lead Co-Op Support Coordinator <i>(Indirect – Manager – Coop Support & Development)</i>	Staff Responsibilities: None
Job Holder: Vacant	Employment Status: Permanent
Hours Per Week: Full time 37.5 hours	EFT: 1EFT
Normal Work Times: Monday to Friday, between 9.00am to 5.00pm with minimum 30 minutes for lunch	Flexitime Scheme: Field Worker – CEHL Enterprise Agreement 2009
Salary Banding: \$55,885 to \$68,552 per annum including \$10,000 non-taxable benefit & company vehicle plus Superannuation	Company Equipment: Company vehicle Laptop computer, Mobile phone, GPS, E-Tag
Context: The purpose of the Co-Op Support And Development Division is to manage all aspects of CEHL's Cooperative Housing Program, including developing new Co-Ops and monitoring and supporting the existing Co-Ops. The Manager of this Division directly manages 2.6 Co-Op Development Coordinators, 1 Co-Op Recruitment Coordinator, and a Lead Co-Op Support Coordinator. The Lead Co-Op Support Coordinator manages 5.1 Co-Op Support Coordinators.	
Purpose of Role: As a representative of CEHL to provide ongoing communication, advice, guidance, support and training to designated Co-Ops (as Cooperatives within the CEHL Program and as Community Housing Providers), continuously monitor and report on their performance and functioning, and ensure that they continue to comply with the legal and program requirements.	
Responsibilities: <ol style="list-style-type: none"> 1. To regularly provide ongoing advice, guidance, support and training to the designated Co-Ops regarding all relevant matters including tenancy management, group functioning, conflicts and problem resolution, legal matters, business decisions, planning, budgeting and finances. 2. To continuously monitor the performance and functioning of the designated Co-Ops and ensure that they comply with the legal and program requirements at all times. 3. To provide regular reports within CEHL about the performance and functioning of the designated Co-Ops. 	

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<p>Generic Responsibilities of All Staff:</p> <ol style="list-style-type: none"> 4. To comply with all relevant Occupational Health and Safety requirements, and maintain safe working practices to protect your own and other’s health and safety. 5. To uphold CEHL’s Mission, Vision, and Organisational Values, as detailed in CEHL’s website. 6. To abide by all the terms and conditions and requirements specified in the CEHL Enterprise Agreement 2009, including (but not limited to) the obligations relating to: <ul style="list-style-type: none"> • Occupational Health and Safety, • Company Equipment, • Equal Opportunities, Discrimination, Bullying and Harassment, and • Complying with reasonable and lawful instructions or requirements to undertake additional tasks, projects or responsibilities if it is safe and legal to do so and within the skills and competencies of the employee. 7. To take active responsibility in liaison with the line manager for attaining, maintaining or developing own learning, understanding and skills required for this position, including complying with any requirement to attend training courses that CEHL may conduct or provide. 8. To liaise with the line manager to review and update this position description in line with changing business requirements, Business Plan, processes and organizational structure during each Performance Appraisal. 	
<p>Internal Key Contacts Lead Co-Op Support Coordinator Co-Op Support Coordinators Co-Op Finance Monitoring Coordinator Property Officers</p>	<p>External Key Contacts Co-Op Tenant Members & Advocates Neighbours of CEHL Co-Ops VCAT, Office of Housing, Housing Registrar, other authorities and regulators</p>
<p>Financial & Legal Responsibilities: No financial responsibilities Ensure that Co-Ops comply with legal responsibilities as Housing Co-Ops and as Community Housing Providers</p>	<p>Additional Responsibilities: None</p>

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Selection Criteria		
Category	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> ▪ Relevant degree or diploma or 5 years relevant experience.
Experience/ knowledge	<ul style="list-style-type: none"> • Demonstrated community development experience. • Experience in monitoring, assessing and reporting on groups, committees or small businesses. 	<ul style="list-style-type: none"> • Experience in the Victorian Community Housing sector. • Familiar with Residential Tenancies Act 1997 and Cooperatives Act 1996. • Familiar with Victorian Civil & Administrative Tribunal Residential Tenancies List procedures.
Skills/abilities	<ul style="list-style-type: none"> • Able to develop and deliver strategies to remedy identified performance gaps in volunteer groups. • Excellent interpersonal, verbal and written communication skills. 	<ul style="list-style-type: none"> • Good working knowledge of MS Office software (Word, Excel, Access)
Personal qualities	<ul style="list-style-type: none"> • Strong self-management/ time management, planning and organization skills. • Strong teamworking approach within the Division and the wider organization. • Networking and liaison skills. • Able to work under pressure. • Able to work without direct supervision. 	
Other requirements	<ul style="list-style-type: none"> • Current active Victorian driving license. • Able to regularly attend evening meetings at the designated Co-Ops, and overnight stays as required. 	