



Older Women's Network (Qld) Inc.

## **OWNQ Coordinator**

### **Position Description**

<b>Position Title:</b>	OWNQ Coordinator
<b>Position Award/Level:</b>	Social, Community, Home Care & Disability Services Industry Award 2010 SCHADS Employee Level 5.1
<b>Type of Position:</b>	Permanent Part Time until March 31, 2023 (after that subject to Government Funding.)
<b>Hours of Employment:</b>	45 hours per fortnight 3 days/week Tuesday-Thursday 9.00 am – 5.00 pm
<b>Reports to:</b>	OWNQ Management Committee
<b>Location:</b>	Based at OWNQ, 505 Bowen Terrace, New Farm 4005.

#### **Organisational and Position Context:**

The Older Women's Network of Queensland (OWNQ) is supported by the Dept of Seniors, Disability Services, and Aboriginal and Torres Strait Island Partnerships (DSDSATSIP), to prevent social isolation & promote healthy ageing among vulnerable women aged 50 years and over, and to provide them with information and referrals to services suitable to their needs and stage of life. OWNQ supports the facilitation of regular local branch meetings run by Convenors and volunteers which provide a range of services including information, activities and social interaction.

The Coordinator is responsible for promoting the vision of OWNQ, meeting the funding guidelines and assisting with the implementation of the organisation's strategic goals. OWNQ is an organisation dedicated to promoting the rights, dignity and wellbeing of older women. OWNQ facilitates the participation of older women in the community by giving older women a voice on issues that concern them, including age and gender discrimination, housing and financial security.

**Purpose of Role:** to implement the Strategic Plan and oversee the day-to-day operation of the organisation.

#### **Key responsibilities:**

##### **1. Planning and Development**

- In consultation with the OWNQ Management Committee, identify and implement strategies for the growth and development of OWNQ.
- Develop, implement & maintain a program of appropriate activities for OWNQ with regard to strategic plan priorities and member and facilitator feedback.
- Ensure that milestones and targets as set by the funding body are met.



## **OWNQ Coordinator Position Description**

### **2. Promotion**

- Develop and implement strategies to heighten awareness of OWNQ within the community and with stakeholders including local health and community service providers; and to attract membership and increase the number of branches.
- Identify and implement strategies to encourage and support the participation of older women particularly vulnerable to social isolation. Promote inclusiveness to disadvantaged women and those from culturally diverse and minority groups.
- Oversee the production of regular newsletters and the maintenance of the website and social media.
- Work collaboratively with the OWNQ Management Committee in relation to promotional activities.

### **3. Community Development and Partnerships**

- Apply community development principles and practice and support initiatives in community networks for enhancing older women's wellbeing, health and other issues that concern their quality of life.
- Identify and develop formal and informal collaborative opportunities with community organisations and stakeholders to enhance the reach and operation of OWNQ.
- Deliver a range of projects focussing on increasing older people's awareness of healthy lifestyle options, reducing social isolation and improving their links with other agencies and their community.

### **4. Support our Convenors and Branches**

- Provide ongoing support in general to Convenors and branches to assist them to function effectively in a viable manner and in accordance with good community organisation practice; and facilitate monthly Convenor meetings.
- Assist where required with the establishment of new branches; recruit, train and support Convenors of branches, support volunteers who assist with running a branch.
- Visit branches intermittently and enhance the culture of the organisation overall with members and convenors.



## **OWNQ Coordinator Position Description**

### **5. OWNQ Management and Administration**

- Oversee activities at the state office, including supervising the Administration Officer.
- Ensure responsible financial management of the organisation and preparation of the budget in consultation with the Treasurer and Management Committee.
- Prepare quarterly reports to the funding body.
- Provide monthly progress reports to the Management Committee, and Annual Report for the AGM.
- Update Branch Resource Manual and training resources.
- Provide input to Policy Development and ongoing reviews of policies.
- Ensure requirements of Human Services Quality Framework are met.
- Prepare, collect and analyse evaluation data from OWN membership and surveys.
- Coordinate events and social outings for the group as required, eg for International Women's Day, Seniors Week, Forums etc.
- Assist with preparation of funding submissions.
- Other duties as directed by the Management Committee of OWNQ to
  - o ensure the smooth running of the organisation.
  - o Promote and support a team environment with a positive organisational culture.

### **6. Work Health and Safety:**

- Ensure that safe workplace practices are followed by staff, members, volunteers, visitors.
- Assist with annual risk assessment.
- Ensure prompt reporting of any incidents or near misses.

### **Key Criteria:**

- Tertiary qualifications in Community Development or equivalent.
- Demonstrated experience in delivery of programs and services in the community services sector in response to the needs of the community, and the development of networks.



## **OWNQ Coordinator Position Description**

- Excellent interpersonal and communication skills with a proven ability to form strong working relationships with stakeholders. Excellent report-writing and written skills.
- Proven ability to work constructively with a diverse range of people and needs, accommodating differing views and values.
- An understanding of the key issues of concern to older women in Qld and a genuine commitment to supporting the rights, dignity and wellbeing of older women.
- Ability to work independently as well as in a team environment.
- Proven ability to manage multiple projects and competing demands.
- Sound judgment and decision-making skills.
- Well organised with good attention to detail.
- Demonstrated experience in the use of computer applications.

### **Additional Position Requirements:**

The position is based at the head office, at New Farm. It is not a home-based role.

This position requires occasional travel to visit Branches in Greater Brisbane and regional areas, and to attend meetings and community engagement activities. Appropriate reimbursement is provided for use of own motor vehicle. Current covid vaccination requirements must be met for attendance at branch meetings.

An Australian National Police Check must be provided to OWNQ prior to commencement.

Applications must address the key criteria (maximum of two pages) and include a resume and two referees.

Email to [secretary@ownqld.org.au](mailto:secretary@ownqld.org.au)

or mail application to:

The Secretary, OWNQ, PO Box 2768, NEW FARM 4005