

**ME/CFS (Australia) Victoria
POSITION DESCRIPTION**

POSITION TITLE	Community Development/Project Coordinator
REPORTING TO	CEO
AWARD	SACS Award (Salary packaging available)
CONTRACT	Part time. 12 months ongoing depending on funding.
LOCATION	21-23 Livingstone Close Burwood 3125

ORGANISATIONAL CONTEXT

ME/CFS Victoria's **vision** is to be an organisation which has a significant and positive influence on the well-being of people affected by ME/CFS; and its **mission** is to provide support, information and advocacy for people affected by ME/CFS and to advance the interests and wellbeing of people with this disorder.

PROGRAM CONTEXT:

ME/CFS Victoria is the only Statewide service for people with ME/CFS, their families and carers; we are dedicated to providing a range of support services including Information Services, Support line, Support Groups, telephone links and social groups.

We are looking for an experienced coordinator to manage and support our dedicated team of trained volunteers with day to day delivery of member support services, to initiate and develop health promotion strategies within a community development context..

KEY RESPONSIBILITY AREAS

1. Coordinate, in consultation with the ME/CFS Staff Team, current and new project delivery
2. Initiate and develop new projects
3. Development and maintenance of links with relevant service providers, community groups and other relevant stakeholders
4. Support broader awareness and knowledge of ME/CFS issues to the wider community, including development of promotional materials.

KEY SELECTION CRITERIA

1. Relevant tertiary qualifications and / or extensive relevant experience within the community services field additionally the Cert IV in Training and Assessment would be highly regarded
2. Demonstrated ability to deliver projects on time and within budget
4. Demonstrated ability in submission writing and negotiation with government and philanthropic sectors
6. Ability to initiate, develop and support the development of innovative new programs within a community development model
7. Ability to monitor and evaluate program effectiveness within innovative environments and make appropriate program recommendations / modifications as required.
5. Experience in providing recruitment, training and support to a diverse volunteer staff team.
2. Understanding of the impact of chronic illness and disability
8. Ability to inspire, be innovative and motivate others
9. Advanced computer skills.

CONDITIONS OF EMPLOYMENT

This is a part time position for 20 to 24 hours per week between Monday to Friday. Hours and times negotiable.

Salary and Conditions:

As per Social and Community Services -Victoria -Award

As a registered charity organization ME/CFS Victoria offers an attractive salary packaging opportunity.

Additional Requirements:

A probationary period of three months will apply.

Police checks are mandatory for all new appointments.

APPLICATIONS

For enquiries about the position contact Penny Abrahams on (03) 9888 8991

Applications including curriculum vitae, response to selection criteria and 3 referees should be sent via email (preferred) to:

penny@mecfs-vic.org.au

or by mail to

Penny Abrahams

CEO

ME/CFS Victoria, 21-23 Livingstone Close, Burwood 3125

Closing Date for applications is 5pm, Thursday 9th October 2008