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**COMMUNITY STRENGTHENING CO-ORDINATOR**

**CAFS PROGRAM**

**JOB AD**

**Permanent Part -Time - 21 hrs/week**

**Salary and Conditions** based on the SCHCADS Award, Level 4  
Pay point in accordance with qualifications and experience

**This role requires substantial experience and is not suitable for new graduates**

Work in the heart of Greenacre's CBD

**Benefits**

We support our staff to meet their work/life balance aspirations and wherever possible we aim to show flexibility with start and finish times. Some of the other ways we support our staff include:

- Bonus 3 days over Christmas period
- Salary Sacrifice
- Access to external training and staff development opportunities
- Friendly and supportive team environment working towards a shared vision
- Access to Employment Assistance Scheme (EAS)
- Salary Packaging

**About the Opportunity**

The position is funded by the Department of Communities and Justice (DCJ), as part of the CAFS Program, Community Strengthening Stream. Services within this program aim to connect members of the community, experiencing or at risk of experiencing vulnerability, with the broader community and strengthening the community as a whole.

The program's target group includes vulnerable children, youth, families and communities. Priority Groups include refugees, migrants, CALD communities, social housing tenants, grandparents and single parents.

**About You**

You are an experienced community development professional with a strong passion for the community and a verifiable track record of achieving positive results that make a difference. You are a dynamic person who is able to work with a diverse range of

ages, cultural and faith based backgrounds. We work within a trauma-informed framework and employ a strength-based approach so you need to be creative, inclusive and able to lead collaborative community project work. You must be able to work independently and exercise independent judgement.

### **About The Role**

The role of the Community Strengthening Co-ordinator is to:

- Support and grow existing centre based programs;
- Foster, develop and evaluate initiatives and opportunities within the community that engage and empower residents, improve service offerings, increase service capacity and reach, and build community capacity and resilience. This includes program planning, coordinating, leading community events and partnering with community and government organisations to improve outcomes for our clients.
- Work strategically to advocate, develop and deliver programs and activities aimed at strengthening individuals and the community as a whole, in line with the Centre's funding agreement.
- Take a proactive role in community advocacy and development.

The role requires strong planning and solid organisational skills and the ability to work collaboratively with the community and stakeholders and build positive relationships to support the delivery of the Community Strengthening Program. A thorough understanding of community data collection methodologies and analysis is important and so is the ability to meet set KPIs and maintain program accountabilities.

### **Selection Criteria:**

#### **A. Essential**

1. Degree in social work/community development; social sciences or other relevant qualification
2. Substantial community development experience in a place based setting
3. Advocacy skills
4. Demonstrated experience co-ordinating multiple projects simultaneously
5. Demonstrated success in building and maintaining strong community networks and stakeholder relationships
6. Understanding of and commitment to social justice principles, trauma informed and strength-based practice
7. Knowledge of child protection legislation and how to apply within the workplace
8. Demonstrated ability to show initiative, work independently and exercise judgment

9. Demonstrated excellent communication and interpersonal skills including written English skills
10. Demonstrated ability to work as part of a team within a framework of shared commitment to contributing to the organisation's goals
11. Proficiency in Microsoft Office 365
12. A current NSW driver's licence and access to a comprehensively insured vehicle
13. Understand and comply with WH&S legislation, policies and procedures and inclusive practice, including working with a range of faith based groups

**B. Desirable**

1. Community services sector experience
2. Experience working with volunteers
3. Relevant community language

**About the Greenacre Area Community Centre**

**Our Vision**

An inclusive, empowered, and engaged community

**Our Values**

**Ethical:** We work in a way which is honest, right, and fair

**Socially Just:** We advocate for equality. We support people to improve their lives and claim their human rights.

**Inclusive:** We work to create a community where everyone feels they belong, no matter who they are, where they are from, or what their life journey has been.

**Collaborative:** We promote genuine community engagement and participation. We listen to the community so we can continually improve. We build partnerships, and collaborate with our colleagues inside and outside of the organisation.

**Creative:** We use our imagination, energy, and resourcefulness to find new and innovative ways to achieve our Vision

**Sustainable:** We operate in a way that supports environmental, social, and economic sustainability.

**How to apply?**

To apply, please submit the following two documents by email to [eo@gacc.org.au](mailto:eo@gacc.org.au) :

1. A current Resume' with the names and day time contact numbers of two work referees, one of which is a direct supervisor/manager.

2. A statement addressing the Essential and Desirable Criteria

For further information on this opportunity. please call the Executive Officer on 0406 063 949.

If successful, you will need to undertake a national police history check, qualifications and referee checks and have a current WWCC or willingness to obtain.

**Closing Date:** 9am Monday 25 May 2026