
COMPANY: Maldon & District Financial Services Limited (MDFSL)
POSITION TITLE: Community Partnerships Lead (CPL)
EMPLOYMENT STATUS: One Year Fixed Term/ Part Time (24 hours/ week)
FULL TIME STARTING SALARY: \$84k
WORK LOCATION: Maldon – flexible working arrangements negotiable
REPORTS TO: Executive Officer
DIRECT REPORTS: Nil
PERFORMANCE REVIEW: Annual

THE ORGANISATION

Maldon & District Financial Services Ltd (MDFSL) is a not-for-profit company that operates the Maldon & District Community Bank (MDCB) in a franchise partnership with the Bendigo and Adelaide Bank. MDFSL has its primary branch in Maldon and a Customer Service Centre (CSC) in Dunolly. There are 5 board portfolios: Audit & Governance, Communications, Community Investment, Finance and Human Resources.

MALDON & DISTRICT COMMUNITY BANK VISION & MISSION:

Our banking business provides financial capability to realise our vision.

Vision: *Thriving, sustainable & connected communities.*

Mission statement: *To provide a viable, local banking service, distribute profits and partner on projects for community benefit.*

MALDON & DISTRICT COMMUNITY BANK VALUES:

The MDFSL is a values-based organisation. The agreed values underpin all aspects of operations at the MDFSL. The Values are *Sustainability, Integrity & Connection*
In undertaking all tasks, appropriate behaviours matching the core values must be displayed.

POSITION OBJECTIVE

The Community Partnership Lead collaborates with the Communications Officer to deliver our community giving partnerships and programs. The position will maintain a professional company profile and build relationships for our communities to be thriving, sustainable and connected. This role provides administrative support to the Executive Officer, as required

The role seeks personal attributes of community passion, planning and organisational skills, strong communication, relationship building, interpersonal skills, accountability and sound decision making.

KEY RESPONSIBILITIES/ ACCOUNTABILITIES

1. Member Engagement

- Collaborate with Executive Officer to deliver engaging member activities

2. Community Engagement

- Establish new and maintain existing relationships with key stakeholders.
- Co-ordinate events.
- Act as MDCB ambassador and represent the organisation as required.

3. Community Investments (CI)

- Manage the community partnership and funding program
- Maintain and evolve processes and procedures for the effective facilitation, monitoring and reporting on funds and community partnerships.
- Participate as an active member of the Community Investment portfolio/committee.
- Manage and track database and budget.
- Support effective partnership development.
- Support and develop company projects and programs.
- Contribute to community impact evaluations.
- Monitor community investment inclusivity to support the whole community.

4. Communications

- Collaborate with Communications Officer to support the development and delivery of
 - Marketing plans and budget
 - Marketing campaigns
 - Effective social media
 - Community Partnership and funding impact reporting
 - Successful events.

5. Financial Management

- Manage project and program budgets.

6. Collaboration

- Work in a collaborative way with the Communications Officer to successfully deliver the community giving partnership and investment program.

7. Project Management

- Managing program and projects, including 'The Big Project'

KEY RELATIONSHIPS:

Reports to:	Executive Officer
Direct reports:	Nil
Internal Liaison:	Board Members, Branch Manager, Community Investment portfolio, Communications Officer
External:	Bendigo Bank Reps, Members, Community Groups, Rural Transaction Centres, Neighbourhood houses, local government, local business.

ADDITIONAL INFORMATION:

- 3 month probation period
- A satisfactory Police Record Check is required for this position,
- You will comply with the and follow all Occupational Health and Safety requirements as set out in all relevant policies, procedures, legislation and Acts
- Some flexibility in working hours is required including early starts, weekends, public holidays and or evening work.

PERFORMANCE INDICATORS

- Board feedback on behaviours and role delivery.
- Community feedback.
- Efficiency of company records.
- Accurate and timely completion of the legal and compliance tasks.
- Evidence of development areas and innovation for board consideration.
- Effective community partnerships.
- Effective reporting on community engagement activities.

SKILLS AND ATTRIBUTES

Technical/ Specialist Skills	Community engagement, Project management.
Personal Attributes	Community Focus, Planning and organisational skills, expert communication skills.
Experience	Substantial direct or relevant working experience in Community Engagement, Community, Project management or related discipline.
Qualifications	Community Development, Communications highly regarded but not mandatory.

KEY SELECTION CRITERIA

1. Highly developed experience in designing and managing projects, events and programs, especially supporting a significant project.
2. Experience in multi-layered community investment/strengthening
3. Highly developed interpersonal and communication skills with a customer service focus.
4. Highly developed administrative and organisational skills that can be applied in an environment of conflicting demand, including well developed time management and prioritisation skills
5. Financial management competence, including ability to manage budgets and resources.
6. Ability to work outside normal business hours as required and be physically located in Maldon office as required.
7. Demonstrate commitment to MDFSL purpose, values and confidentiality.

AGREEMENT

I have read and understand the above position description and agree to undertake the duties as outlined. I declare that I have no health, medical or other restrictions that would impact upon my ability or capacity to undertake these duties in a safe manner. Ongoing employment is subject to a satisfactory Police check and maintaining a current Working with Children Check.

Incumbent Name/ Signature/ Date:

Chair Name/ Signature/ Date: