



Position Description

Community Group Liaison

"Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it"
Hebrews 13:2

1. POSITION TITLE

Community Group Liaison

2. PERSONNEL

1 team member

3. TIME COMMITMENT (EST.)

3 hours per week February to November (inclusive)

4. SCOPE

Community Groups of Greater Bendigo Region

5. SUPERVISION

BWNS Board

6. REQUIREMENTS

BWNS membership

7. PROCESS

- Invitations
 - from the board, or
 - in response to advertising
- Review of applications by the board
- Interview of prospective applicants by the board
- Unsuccessful applicants notified by the board
- Successful applicants notified by the board
- Successful applicant and the board sign volunteer role description
- Successful applicant receives copy of signed role description.

8. OUTCOMES

- Community organisations in relationship with BWNS
 - understand the needs of the upcoming program
 - commit to supporting the upcoming program
 - fulfil their responsibilities during the program
 - share feedback during and after each program
- Other community organisations
 - are kept aware of BWNS
- Board is well informed on all aspects of the role



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9. PROVISIONS

Board will authorise resourcing this role (eg training, equipment and support), as required and in response to consideration of requests.

10. RESPONSIBILITIES

- Seek and nurture alliances with community organisations
 - ensuring existing alliances are kept well informed, using a variety of means as approved of by the board
 - reaching out to potential new alliances as requested by the board or in response to inquiries, using a variety of means as approved of by the board
 - establish a primary contact within each community group alliance who will
 - receive and distribute BWNS information
 - provide feedback to BWNS
- Provide a report to the Project Coordinator for board meetings
- Securely store all records, reports, feedback and files
- Other tasks arising from board requests

11. QUALIFICATIONS/EXPERIENCE

- Basic IT skills
- Confidence in engaging with leaders of community organisations
- Organisational skills
- Established communication skills (verbal and written)

12. BACKGROUND CHECKS

- Police check
- Referees 2 (one from church member)

13. BENEFITS

- Supporting people as they volunteer and give back to the community
- Providing hospitality and dignity to the homeless
- Promoting positive values and service

14. VALUES & BEHAVIOURS

- Godly – our attitudes and actions are inspired by Jesus
- Polite - we value others by listening and responding with respect
- Reliable – we are first dependable ourselves, so we may help others also be responsible
- Trustworthy - we are honest, ethical and fair
- Reconciling – we seek to resolve and forgive hurts
- Accountable – we stand against wrongful behaviour



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15. NEXT STEPS

Email chair@bwns.org.au if you would like clarification of any of the information above. Visit our website (bwns.org.au) to apply.