



Position Description

Project Coordinator

"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

Project Coordinator

2. PERSONNEL

1 team member

3. TIME COMMITMENT (EST.)

2 hours per week February/April

4 hours per week 1 May to 31 August

2 hours per week September to November

4. SCOPE

BWNS operational needs relating to:

- The program's site/equipment
- Operational liaisons not on the board
- Policies, procedures and safety measures

5. SUPERVISION

BWNS Board

6. REQUIREMENTS

BWNS and board membership

7. PROCESS

- Invitations:
 - From the board, or
 - In response to advertising using the expression of interest (EOI) form (page 4)
- 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

- Accommodation site(s)
 - Location meets the program needs
 - Is effectively prepared for the program
 - Is effectively maintained during the program
- Equipment
 - Sufficient and in good working order for the program

"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

- Acquired, repaired or replaced as necessary during the program
- Liaisons (non-board)
- Are well supported
- Policies, procedures and safety measures created an efficient, safe and secure environment
- Concerns regarding the site, equipment, liaisons (non-board), policies, procedures or safety measures will be reported to the board and with suggested resolutions
- Board is well informed on all aspects of the role

9. PROVISIONS

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

10. RESPONSIBILITIES

Before program

- Review policies, procedures and safety measures
- Ensure a suitably located and resourced site is reserved for the program
- A review the adequacy, safety and good working order of
 - On-site equipment and resources
 - BWNS equipment and resources
- Deliver and set-up BWNS equipment and resources on site
- Purchase, repair or replacement equipment as authorised by the board
- Provide instructions on how to operate equipment for volunteers
- Organise (at least) 1 on site volunteer induction session

During program

- Periodic site and equipment checks
- Monthly check-in with liaisons (non-board)
- Report concerns regarding site, equipment, policies, procedures and safety measures to the board with recommended resolutions
- Administer policies, implementing disciplinary actions up to and including exclusion of guests and/or volunteers
- Log incident reports in Teams folder
- Provide a report at board meetings
- Other tasks arising from board meetings/requests

11. QUALIFICATIONS/EXPERIENCE

- Basic IT skills
- Proven organisational and planning skills
- Well established communication skills (verbal and written)
- Site/equipment management skills



Position Description

Project Coordinator

"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

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 to the homeless
- Promoting Christian 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

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.