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Position Description

Title LCA Aged Care and Community Services Governance Support Coordinator

Line manager Executive Officer of the Church

LCA unit Not applicable

Classification Contract-based Position

Employment period 18 months (with possibility of an extension)

FTE 0.6

Location Negotiable

Objective of position

This position:

* provides governance and management-related support to the Lutheran Aged Care and Community Service organisations, particularly small and/or remote services
* coordinates operational and practical collaboration and coordination between the organisations and the wider Church
* facilitates effective and efficient communication between the organisations and with other Church ministry areas
* coordinates and provides support in the development and implementation of the quality assurance process.

Primary relationships

This position:

* reports to the Executive Officer of the Church in respect to the delivery of agreed work plans, and in the addressing of operational issues and developments
* works with the Governance Enhancement Committee in the progressing of the GCC-approved Governance Enhancement Implementation Plan
* works closely with the Lutheran Aged Care and Community Service organisations, the LCA’s Committee for Ministry with the Ageing and other relevant ministry arms of the Church
* Liaises with the Church’s representatives to the National Aged Care Alliance

Key Responsibilities

The main responsibility of the position is to support the initial phase of the Governance Enhancement Implementation Plan. The specific responsibilities of this role under the Plan will include:

* supporting the development and dissemination of the governance-related policies and other documents identified by the governance dialogue process
* accessing up-to-date information and policies about governance for sharing among the organisations
* identifying and circulating key national policy and funding developments in aged care, disability and community services among the Lutheran aged care and community service organisations. This will include regular liaison with the LCA’s representatives on the National Aged Care Alliance
* coordinating agreed governance and management training opportunities, especially for small and/or remote services
* fostering collaboration and networking between the organisations, including providing assistance in the organisation of at least one annual meeting of the organisations to discuss matters of importance to the sector
* facilitating cooperation between the organisations and the LCA’s Committee for Ministry with the Ageing, and other relevant ministry arms of the Church, to embed a common Lutheran theological ethos and to enhance mission and ministry in the local context
* developing with the LCA Communications Department a web-site that serves as a key mechanism for the sharing of information and resources, and ensures the web-site contains material that is current and relevant to the sector
* working with the organisations to develop an annual governance assurance system, including an implementation schedule, supported by a quality services agreement signed by all participating organisations
* working with the organisations to develop and reach agreement on an emergency intervention protocol, with associated policies and procedures
* monitoring the approved governance enhancement budget and provide periodic financial reports to the Executive Officer of the Church
* organising, prepare for and contribute to meetings of the Governance Enhancement Committee
* undertaking other tasks as may be assigned by the Executive Officer of the Church in support of the implementation of the agreed plan.

Key Competencies

Relevant to a national network of Lutheran Aged and Community Services:

* Proven collaboration, facilitation, negotiation and customer support skills
* Excellent interpersonal and written communication skills
* Experience in drafting reader-friendly ‘plain English’ policy documents
* Demonstrated ability to co-ordinate national meetings, national professional development activities and a peer-based national quality assurance process
* A good understanding of ‘governance’ and of ‘quality assurance’
* Ability to manage the dual role of a national support officer who also has some responsibilities in assisting the national church in its oversight role
* Computer literacy including internet based research and analysis skills
* Ability to manage a small budget.

Desirable competencies:

* a good understanding of aged care and community services
* a good understanding of the operating context of small and/or isolated not-for-profit services
* financial literacy

General terms of appointment

* Be willing to work in an environment of the Lutheran Church of Australia and actively demonstrate understanding for the needs of the Church and its Lutheran Aged Care and Community Service organisations
* Agree to respect and act in accordance with the guiding principles of subsidiarity, consensus-based decision-making, and the LCA’s principles of dialogue.
* Agree to abide by all policies of the LCA
* Demonstrate respect in all activities and relationships, as per the LCA Standards of Ethical Behaviour
* Observe and comply with the LCA Work, Health & Safety policies and procedures

3 August 2018