

Position description – Community Projects Coordinator

Revised August 2026

Position: Community Project Coordinator	Hours: 25 hours per week (three-four days per week)	Commences: September 2026
Employment Type: Part-time Fixed Term until September 2027	Award, Classification and Salary: Neighbourhood House and Adult Community Education Collective Agreement 2016 Social and Community Service Employees Level 3.4 Paid above award - \$44.00 Salary packaging available	
Reports to: CCH Executive Officer	Liases with: other CCH team members, volunteers, project staff, students on placements and selected stakeholders	

Castlemaine Community House (CCH) is one of over 400 community houses in Victoria. Also called neighbourhood houses and learning centres, these local organisations provide social, educational and recreational activities for their communities in a welcoming environment.

Through collaboration, Castlemaine Community House contributes to strengthening social connection, community wellbeing and cultivates a community that values sustainability, inclusivity and social justice.

It achieves this through bold and innovative approaches to community development, offering social support services, lifelong learning opportunities, and fostering partnerships to build and promote an inclusive, diverse, equitable, healthy and sustainable community.

Role Details:

Reporting to the Executive Officer, the Community Projects Coordinator provides administrative and project coordination support across organisational priorities and grant-funded projects.

The role combines higher-level project coordination, including the design and implementation of a range of projects, and the coordination of project staff, volunteers and students on placement, with executive support functions.

The Community Projects Coordinator works closely with the Executive Officer, CCH project team members and other stakeholders to ensure projects are delivered within agreed timelines and achieve outcomes that strengthen community connection, inclusion and wellbeing.

Position Objectives:

1. Coordinate project teams, staff, and volunteers across multiple community projects and initiatives.
2. Coordinate the planning, delivery, and evaluation of community projects and activities.
3. Work with stakeholders to define project scope, objectives, deliverables, timelines, and success measures.
4. Develop and maintain project plans, reports, and documentation, and monitor project risks and issues.
5. Deliver project activities and engage with community members to identify needs, priorities, and service gaps.

Position description – Community Projects Coordinator

Revised August 2026

6. Prepare funding proposals and grant applications to support community participation, social connection, and wellbeing outcomes.
7. Build and maintain strategic partnerships and stakeholder networks to support community priorities and project outcomes.
8. Coordinate and facilitate meetings, workshops, and working groups, including agendas, minutes, and follow-up actions.
9. Provide project, administrative, and executive support to the Executive Officer as required.

Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

Flexibility

This role may require occasional evening or weekend work to support program delivery and community engagement activities.

Key Selection Criteria:

- Demonstrated knowledge and application of community development and adult community education principles and practices.
- Proven leadership skills, with experience leading, supervising, motivating, and developing staff and/or volunteers in a collaborative community setting.
- Excellent interpersonal, consultation, and negotiation skills, with the ability to build positive relationships with people from diverse backgrounds, abilities, and communities.
- Strong organisational and project coordination skills, including the ability to prioritise competing demands, manage resources, and ensure projects are delivered on time and to a high standard.
- Demonstrated ability to lead and facilitate teams, meetings, workshops, and stakeholder engagement processes to achieve shared outcomes.
- Well-developed written communication skills, including the preparation of reports, funding submissions, grant applications, and project documentation.
- Sound financial management skills, including budgeting, resource allocation, and monitoring project expenditure.
- Demonstrated ability to build and maintain strategic partnerships and networks across government, community, and sector stakeholders.
- Current Working with Children Check (or willingness to obtain) and a valid Driver's Licence.