



Neighbourhood Houses Tasmania Inc

Role of the House Coordinator

To ensure that the House meets its objectives, the Management Committee employs a Co-ordinator (or Manager) to manage day-to-day operations in accordance with the strategic plan and established policies and procedures.

Once the Management Committee has set out clearly for the House Co-ordinator the strategic direction of the House, explained the policies and procedures that are in place, and provided a clear position description and delegated authority, it is important that the Co-ordinator is left to do the job for which they are employed.

In summary, the key roles of the House Coordinator are to:

- Provide leadership in the community development functions of the House
- Ensure efficient and effective delivery of services by employees and volunteers.
- Implement actions required in the strategic plan.
- Monitor day-to-day activities.
- Operate or supervise programs and activities and report on outcomes
- Gather community and House users feedback (suggestions, needs, complaints and compliments)
- Provide information to the Management Committee.
- Foster forward planning by the Management Committee
- Implement Management Committee decisions

In undertaking their role, the House Co-ordinator needs to work co-operatively with the Management Committee to:

- Determine community needs.
- Discuss ideas and form long-term goals for strategic plans.
- Develop an effective strategic plan in accordance with the goals of the Neighbourhood House Strategic Framework and the requirements of the Department of Health & Human Services.
- Design programs to achieve the outcomes identified in the strategic plan.
- Organise events, fundraising activities, etc. once approved by the Committee.
- Ensure risk management programs are implemented.
- Ensure that achievements are recognised and documented.
- Work together in a positive and respectful way.
- Promote the House in a positive manner.