



Position Description

Position Title	Project Co-ordinator - Baby Makes 3
Division / Team	Community and Public Health
Reports to	Healthy Communities Coordinator
Agreement / Award	Community Health Centre (Stand Alone Services) Social and Community Services Employees Multi Enterprise Agreement 2022
Classification	Level 5
EFT / Term	As per contract of employment
Work Location	As per contract of employment
Date Approved	February 2026

About Ballarat Community Health Ballarat Community Health (BCH) provides a wide range of community health and wellbeing services across Ballarat and Western Victoria. We are passionate about improving the health and wellbeing of the communities we support and addressing health and social inequality. We strive for safe, effective, connected, person centred quality services, and advocate to improve systems to bring about positive outcomes for the broader community. Our work is guided by our core values. These values inform how we work with each other, the partnerships we develop, as well as how we collaborate with and support our community. At BCH we believe our people are our greatest asset. We know that developing and retaining a skilled workforce is fundamental to our success. We are committed to nurturing an inclusive, capable and diverse workforce, and creating environments where our people thrive and excel.

Our Purpose Creating healthy communities through the provision of accessible, affordable and quality health and wellbeing services.

Our Leading Principles Address health inequity and inequality
 Improve the health and wellbeing of our community
 Have impact and be sustainable

Values	Respect Valuing other points of view and treating people with respect	Integrity Acting with sincerity and honesty	Courage Strength in the face of challenges
	Resilience The ability to be strong in adversity, and bounce back with renewed hope	Responsibility Being reliable and accountable to others	Optimism Focusing on potential and abilities

Diversity Statement Ballarat Community Health recognises and celebrates the diversity of the community within which we work. We acknowledge the first peoples of Australia and their unique contribution. We welcome and work with people of all ages and health status, of all races, abilities, gender identities, sexual orientations, religious, cultural, and linguistic backgrounds, and financial status.

Position Summary The Baby Makes 3 Ballarat project is funded by Respect Victoria as part of Respect Ballarat, an initiative aimed at preventing gendered violence in Ballarat..

Baby Makes 3 is an evidence-based program that embeds gender equality messages and respectful relationships messages within antenatal education, maternal and child health services and early parenting programs. The program supports parents to establish equitable patterns in the first year of life.

BCH is working with City of Ballarat and healthAbility to introduce Baby Makes 3 to Ballarat. The Coordinator will also engage with potential partners to support a systems level approach to helping embed Baby Makes 3 principles into the everyday practice of services that work with new and expecting parents.

The Coordinator's role will provide backbone support, delivering leadership, partnership coordination and systems-level guidance. Supported by healthAbility as technical program experts, the Coordinator will ensure the implementation of the Baby Makes 3 Project in line with funding requirements and project timeframes.

Principal Areas of Responsibility

- Establish project governance (steering group) including partnership roles, data sharing and resourcing commitments.
- Assess organisational and workforce capability & readiness, through stakeholder mapping and perinatal journey mapping (maternity, MCH, ACCHO, multicultural, uni).
- Coordinate the delivery of stakeholder training
- Outline a co-design approach, community engagement strategy and cultural adaptation pathways
- Develop a detailed Implementation Plan (workforce model, referral pathways, delivery sequencing, resource allocation, sustainability)
- Coordinate the trialing and evaluation of a parents group in line with Baby Makes 3 principles
- Develop an evaluation and project plan for phase 2 of the project.

Scope

- To follow leadership and management direction and seek advice on all matters outside usual scope of practice.
- Practice in a manner consistent with the requirements of the relevant professional registration requirements and relevant registration board
- Continuing education to keep abreast of changes
- Operate autonomously within clinical guidelines and use judgement to make clinical decisions.
- Provide subject matter expertise in line with qualifications/registration.

Organisational Responsibilities

- Be aware of and perform all duties in accordance with the organisation's stated policies and procedures
- Understand practice frameworks relating to the Multi Agency Risk Assessment and Management (MARAM) framework and Information Sharing Schemes
- Establish and maintain cooperative working relationships with staff and always ensure alignment with the BCH values
- Work within professional boundaries and relevant scope of practise at all times
- Maintain relevant professional registration
- Work cooperatively across the teams to provide a comprehensive coordinated health promotion service
- Attend approved professional development sessions and keep up to date with current developments, theories and practises in the field
- Participate in compulsory BCH training programs
- Ensure that client and staff confidentiality is respected and upheld at all times
- Attend and actively participate in meetings as required

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- Represent and promote Ballarat Community Health appropriately, taking into consideration BCH advocacy statements and values
 - Participate in performance development plans and supervision
 - Participate in the organisation's continuous quality improvement programs and activities
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Qualification requirements

- Relevant tertiary qualification/s in project work, health promotion, or community development
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Key Selection Criteria**1. Experience:**

- Demonstrated experience with project management and evaluation
- Extensive experience in working effectively with stakeholders and partners, to deliver tangible outcomes
- Demonstrated experience with co-design principles and ability to implement these approaches

2. Interpersonal Skills:

- Excellent communication skills, with particular ability to effectively network and develop and maintain stakeholder relationships
- Self-motivated with the ability to work innovatively

3. Written Communication:

- Strong written communication and report writing skills

4. Computer Skills:

- Strong knowledge of and ability to use the Microsoft Office Suite and Windows based programs and database management systems

5. Organisational Skills:

- Ability to prioritise workloads and conflicting tasks and manage deadlines
- Proven ability to use initiative to solve problems
- High attention to detail

6. Alignment with BCH values:

- Ability to align with the BCH values in all areas of work
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Conditions of Employment and other relevant information

- The successful applicant will be required to maintain a current driver's licence.
 - BCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
 - The successful applicant will be required to undertake a police records check. Appointment is subject to the outcome of this check.
 - The successful applicant will be required to obtain and maintain a valid employment Working with Children Check whilst employed in this position.
 - Prior to being appointed to this position it is required that there is a full disclosure of any pre-existing injuries or disease that might be affected by employment in this position.
 - BCH reserves the right to vary the location of the position according to the needs of BCH and its clients and any future changes to the BCH's areas of operation.
 - Management may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the affected employee(s). Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
 - Salary sacrifice arrangements are available to all staff subject to BCH's ongoing Fringe Benefits Tax exempt status.
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