



MULLUM MULLUM INDIGENOUS GATHERING PLACE

Position Description

Position title:	Social Enterprise Assistant
Award:	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
Classification:	Dependent on experience – Level 2 SCHADS Award
Reports to:	Operations Manager
Direct report:	Social Enterprise Coordinator
Status:	Part-time 0.6 EFT – fixed term until 31 August 2022
Location:	Croydon/Mitcham

Job Purpose

Mullum Mullum Indigenous Gathering Place (MMIGP) is a strong, proud, culturally connected and self-determined Aboriginal Community Controlled Organisation in the Eastern Metropolitan Region (EMR). Our purpose is to provide a safe and welcoming environment for people to connect with culture, learn new skills and contribute to community health and wellbeing.

The Social Enterprise Assistant's role will support the Social Enterprise Coordinator to develop and operate our Food Van and Social Enterprise known as 'Mullum Creations'. Mullum Creations was developed by MMIGP to enable self-determination, promote Aboriginal culture and enable appropriate collaboration with community as well as other organisations. This will be achieved through networking, marketing and increasing the presence and participation of Mullum Creations at various community events, corporate functions etc.

Aboriginal and Torres Strait Islander people are strongly encouraged to apply.



MULLUM MULLUM INDIGENOUS GATHERING PLACE

Key Responsibilities

- Assist in the operations of the Mullum Creations Food Van including food preparation and catering at various events
- Ensure that the Mullum Creations workspace is well maintained, particularly ensuring that the kitchen and food preparation areas are clean and tidy.
- Maintain appropriate equipment and stock levels on hand to effectively operate Mullum Creations and the Food Van.
- Support the Social Enterprise Coordinator to facilitate events and projects with staff and volunteer support. Facilitate the programs and events with versatility, flexibility, enthusiasm and a high level of self-motivation and initiative.
- Support brand development, promotion and engagement of the Social Enterprise in line with the strategic plan of MMIGP as well as the guiding values and marketing strategy of the Social Enterprise.
- Increase Aboriginal and or Torres Strait Islander presence and participation at local community events.
- Liaise with a variety of stakeholders including but not limited to potential event holders, local government and councils, businesses, suppliers, customers, and educational groups.
- Promote appropriate cultural protocols and sensitivity concerning cultural education.
- Evaluation of the Mullum Creations Food Van including assisting in undertaking reviews of the processes and procedures to achieve efficiencies and improvements in quality of services.
- Assist with the maintenance of a confidential register of volunteers that will support the operations of the social enterprise.
- Work collaboratively with MMIGP management and other MMIGP program workers, community groups and other stakeholders.
- Ensure appropriate record keeping and documentation is maintained and completed within designated timeframes.
- Support the Social Enterprise Coordinator to implement effective risk management strategies as required.
- Comply with all MMIGP policies, code of conduct, procedures and practices, including health and safety; COVID safe regulations and external funding body requirements and legislation.
- Any other duties as directed by the Social Enterprise Coordinator or other supervisor where required.

Key Selection Criteria

- Demonstrated understanding of the Victorian Aboriginal community and the ability to communicate effectively with Aboriginal and Torres Strait Islander people.
- Understanding of the specific cultural and historical issues that impact on Aboriginal and Torres Strait Islander people, particularly in response to intergenerational trauma and the Stolen Generations.



MULLUM MULLUM INDIGENOUS GATHERING PLACE

- Demonstrated knowledge and understanding of culturally appropriate community engagement principles and cultural processes.
- Demonstrated experience or understanding of working in a hospitality setting or similar. Food trailers and/or food van experience is highly desirable.
- Excellent customer service skills and ability to engage effectively with people.
- Demonstrated ability to be flexible and adapt to changing and fast paced working environments.
- Demonstrated liaison and networking skills and ability to work with other organisations, services and agencies.
- Proficient computer skills, including social media platforms and other relevant IT knowledge.
- Availability to work flexible hours including after-hours and weekends where required, particularly in relation to specific events and occasions

Required

- Current Victorian Driver's License
- Full Vaccination for COVID - 19
- A current first aid certificate or willingness to obtain once employed
- A current or willingness to obtain a Working with Children Check and Police Check
- Available to work flexible hours including weekends, school holidays and afterhours where required

Personal Attributes

- Culturally aware and inclusive
 - Client and Community focused
 - Collaborative and supportive
 - Able to form positive relationships with others
 - Ethical and honest
 - Self-disciplined
 - Strong interpersonal skills
 - Excellent communication skills
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MULLUM MULLUM INDIGENOUS GATHERING PLACE

Additional Information	
Security Check	A Police check is required to be undertaken prior to finalisation of appointment. All MMIGP employees are required to obtain and maintain a Working with Children Check.
Probationary Period	A three (3) month probationary period applies to this position
Additional Information / factors:	<ul style="list-style-type: none"> ▪ MMIGP is an Equal Opportunity Employer. ▪ Selection will be based on assessing demonstrated performance of the skills, knowledge behaviours and other qualifications relevant to the position. ▪ MMIGP reserves the right not to appoint.
Selection process	<ul style="list-style-type: none"> ▪ Interviews will be held to properly assess the applicant's suitability for the position according to MMIGP policy. ▪ A minimum of 2 referee checks are made for all MMIGP positions ▪ Applicants will be interviewed by a panel of interviewers. The interviewers will be selected from a broad range of areas including but not limited to members of the Board of Directors, respected members of the local Aboriginal community, Supervisory Staff Members, External Agency Representatives or consumers.
Equal Opportunity & OH&S	A commitment to Equal Opportunity and Occupational Health and Safety Principles and Practice is required.
Pre-existing illness or injury	You may need to disclose any pre-existing illness or injury you know about which could be reasonably foreseen to be affected by the described work duties