

POSITION DESCRIPTION
Operations & Logistics Coordinator

Position title	Operations & Logistics Coordinator
Reports to	HR Manager
Program	Weave Office
Summary of the Role	Designing, implementing and improving the systems and processes that support Weave staff to work safely and effectively with clients and community members by managing the effective and efficient functioning of day to day operations including but not limited to site and vendor management across Weave sites, workplace health and safety, maintenance, repairs, renovations, equipment, vehicles and support for events.
Supervises	None
Location	In order to provide support across Weave sites, time will be spent across Weave sites in Waterloo, Woolloomooloo and Malabar and any future sites as required.
Hours	Part time or 25 hours per week worked over 5 x 5 hour days (or 4 slightly longer days) per week.
Status	Permanent (all positions at Weave are dependent on continued funding).
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS).
Remuneration	SCHADS SACS Level 5 Paypoint 1-3 depending on qualifications and experience. Weave pays above the SCHADS Award hourly rate. Weave <i>hourly rate range for Level 5: \$55.38 - \$57.89</i> <ul style="list-style-type: none"> ● Gross annual part time salary range: \$71,994 - \$75,257 ● Plus Superannuation @ 12% ● Plus Annual Leave Loading of 17.5%
Benefits	<ul style="list-style-type: none"> ● Generous salary sacrifice ● Above Award hourly rates based on a 35 hour week ● Bonus paid leave days over Christmas and New Year

About Weave Youth & Community Services

[Weave Youth & Community Services](#) is a place-based community-led organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 50 years.

Weave's purpose is to support individual and collective wellbeing and healing in the communities we walk alongside. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination. Our work at every level is guided by our [Aboriginal Healing Framework](#).

Key Responsibilities

Health & Safety and Compliance

- Manage work health and safety issues and operational compliance across all Weave sites.
- Establish and manage a WHS program including WHS risk register, incident register, assessment and audit tools and reporting frameworks.
- Complete additional risk assessments in relation to WHS issues where relevant and as required (eg Covid 19 risk assessment).
- Ensure there are designated First Aid Officers and Fire Wardens at all Weave sites and ensure they maintain any relevant training and current certification.
- Contribute to the organisational risk register in consultation with the CEO.
- Ensure compliance with legal and regulatory requirements for Weave's operations and keep abreast of changes to requirements.
- Ensure relevant insurance policies are in place, current, economically competitive and meet the needs of the organisation.
- Prepare Operations and WHS reporting for the CEO and Board as required.

Operations & Logistics

- Manage all day-to-day logistical operations of Weave, including keys, vehicles, stationery, mail, office supplies, insurances, leases, facilities management, building repairs, upgrades and maintenance, cleaners, rubbish collection, mail, printer admin, storage etc in consultation with relevant managers at each Weave site.
- Manage and conduct regular reviews and audits of all key sites, assets, resources, facilities, registers, vendors (e.g. cleaners), operational and logistics systems and processes across Weave, and design and implement system improvements and processes where needed to enhance efficiency.
- Lead procurement and vendor and contract management for services and facilities.
- Manage and follow up on incidents relating to buildings and vehicles and maintain the Incident Register in relation to these types of incidents

- Establish a centralised Operations/Facilities calendar both site by site and organisation wide.
- Collaborate with the Leadership Team and Program Managers to create a high quality look and feel at all Weave sites (including coordination of site meetings, working bees etc).
- Organise regular stock takes of Weave resources across sites, develop a shared inventory to avoid duplication and waste and ensure efficient use and sharing of resources.

Staff Onboarding and Workplace Support

- Ensure staff have the required equipment and appropriate work spaces to do their jobs, and that these are in good working order.
- Work with the HR Manager and Systems Administrator to ensure smooth onboarding and offboarding processes for staff.
- Work with the HR Manager to arrange induction of new Weave staff and students around operational systems and processes.

Support for Events

- Organise logistics for whole of Weave Staff Meetings, Board Meetings, Team Building Days, staff Wrap Up Parties (with HR Manager) etc, and ensure that all practical requirements are in place to ensure the smooth and efficient running of these.
- Provide coordination, management and support for contractors and other temporary external volunteers from time to time as required (e.g Corporate volunteer working bees, photographers, videographers etc).
- Contribute to development and implementation of organisational strategy and operational plans.
- Provide logistics and coordination support for Weave events (e.g Volunteer appreciation events, Giving Circle events, Fundraisers, Community celebrations & events etc).
- Practical assistance for Fundraising & Communications team (e.g taking photos at events across sites and programs, coordinating videographers & photographers, picking up and distributing printing, merchandise etc.)
- You may be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with your role.
- Additional general responsibilities and expectations of all Weave staff are outlined in the Weave Code of Conduct Section 8.2 (a).

Selection Criteria

1. Team player with high level interpersonal and communication skills, including the ability to establish strong relationships with the team, contractors and key stakeholders.
2. Demonstrated experience supporting safe, compliant, and well-maintained operational environments.
3. Proven ability to manage competing priorities, think proactively and respond to operational challenges in a fast-paced, resource-conscious, not for profit setting

4. Highly organised, with strong attention to detail and the ability to manage multiple tasks and deadlines simultaneously.
5. Ability to maintain accurate records, track resources, improve systems and contribute to reporting and continuous improvement.
6. Alignment with the organisation's purpose, values, and commitment to community outcomes.
7. Understanding of the importance of cultural safety for Aboriginal and Torres Strait Islander peoples, the strengths of Aboriginal and Torres Strait Islander peoples and the impacts of intergenerational trauma and colonisation.
8. NSW Working with Children Check.
9. National Police Check.
10. NSW full unrestricted Driver's Licence.