

## Ballarat Stroke Support Centre Coordinator

This is a part time role, which will be based in a new Stroke Support Centre in Ballarat.

### What you'll be doing

- Day to day management of the Centre
- Develop and maintain relationships with Allied Health Providers to increase referrals to the Centre
- Recruit, induct, train and roster volunteers
- Collect data as per Stroke Association Victoria (SAV) requirements for research purposes
- Working collaboratively with Stroke Support Group (SSG) Leaders to establish individual group needs, and working with SAV to facilitate workshops for SSG Leaders
- Arrange speakers and local information sessions for the Centre members and the wider community
- Strong focus on seeking and assisting with fundraising opportunities in the region

### What we will offer you

- Flexible working hours, 28 hours/week
- Opportunity to work with community and allied health providers
- Bring your skills and expertise to develop the broader organisation

### What you need to be successful in this role

- a positive and solution-focused attitude
- excellent interpersonal skills
- experience working with people of all ages, backgrounds and abilities
- experience in building collaborative relationships with Community Groups and Partners
- you might have experience in the health or social service industry, though it's not essential

For more information on this role, please call on **03 9670 1117**, or email at [info@strokeassociation.com.au](mailto:info@strokeassociation.com.au)

To apply, please send a one page letter outlining why you would like the job and a brief CV, maximum three pages, to [info@strokeassociation.com.au](mailto:info@strokeassociation.com.au)