

# Chris Brown

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The Hill NSW 2300  
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**Current Role:** Centre Coordinator: Communications, Services and Resources, Belmont Neighbourhood Centre.

**Period:** March 2017 - present

This role includes the following responsibilities:

- Managing and delegating office administration
- Community development
- Community partnerships and stakeholder engagement
- Development of Community Programs
- Managing a diverse volunteer portfolio
- Client engagement, support, advocacy: Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, mental health, disability, domestic violence
- Crisis support – case work, incidental counselling, supported referrals, material aid, emergency food/hygiene assistance
- Mandatory Reporting and risk assessments
- Volunteer Recruitment – interviews, induction, WWC clearances, ongoing supervision
- Managing infrastructure
- Staffing - roster allocation, staff relief, training, student placements
- First Aid Officer, Fire and Evacuation Warden
- Policy research, development, implementation and adherence
- Grant applications, administration and financial accounting
- Conflict resolution, Incident reporting and complaint management
- Monthly and AGM report writing and presentation
- Legal, ethical and WH&S compliance
- Day-to-day administrative support to our volunteer committees
- Promotion and advertising – Media releases, website content management, copywriting, email newsletters, all social media, photography.
- Maintaining membership database
- Youth engagement programs
- Group facilitation of community programs, workshops
- Participation in Inter-agency meetings and forums

## VOLUNTEER WORK

2020 – Board of Directors – Octapod – Arts and Culture in the lower hunter

2020 – Newcastle Art Gallery – Last Fridays LGBTIQ+ inclusion event

2019 – Future of Food: Panel Discussion – Panel Facilitator

2019 – NAIDOC Week Family Fun Day – Event Photographer

2018 – Newcastle Pride Festival – Event Photographer

2017 – 2018 State Representative for the Australian City Farm and Community Garden Network

2011 – 2016 Permaculture Hunter Inc.– Secretary, Facilitator

2007 – 2009 - Newcastle Art Space, Community Gallery – Director.

2008 – 2012 - Gallery assistant, The Lock Up Gallery.

## INDUSTRY RELATED EDUCATION / TRAINING

2017 - present - Community Services Reform- Targeted Earlier Intervention Reform

July 2019 – First Aid Certificate refresh

November 2018 – Harwood Institute: Authentic Community Engagement

November 2018 – Tackling Tricky Workplace Conversations

October 2018 – Designing an Evaluation Process

August 2018 – Best Practice Governance with NGO's  
August 2018 – Youth Mental Health First Aid  
May 2018 – First Aid Certificate  
May 2018 – Child Safety  
March 2018 – Interpreting Key Financial Documents  
February 2018 – “Respecting the Difference” Aboriginal Cultural Heritage  
August 2017 – ASSIST Suicide Intervention Training, Volunteer Management September 2017 –  
DV Alert – Domestic Violence Awareness Training  
April 2017 - Disability Awareness Training

## **EMPLOYMENT HISTORY**

March 2017 – Present – Centre Coordinator Belmont Neighbourhood Centre (BNC)  
June 2016 – March 2017 - Community Development Officer (BNC)  
Nov 2010 – June 2016 - Community garden Coordinator (BNC)  
March 2016 – December 2016 - Gallery 61 Revisited – Media & Publications Officer  
2013 – 2014 - JobQuest – Youth engagement Officer  
2010 – 2014 – Various hospitality positions

## **EDUCATION**

July 2018 – Tafe NSW - Diploma of Community Services  
June 2008 - Newcastle University - Bachelor of fine art (Visual Communications, photography)

## **CLEARANCES AND APPOINTMENTS**

Drivers Licence and fully insured vehicle  
Cleared Working with Children Check  
Cleared Criminal History Check  
Registered Justice of the Peace

## **REFEREES**

Sheena Harvey – CEO - Community Activities Lake Macquarie  
PH: 4950 3888

Kylie Abell – Centre Coordinator – Belmont Neighbourhood Centre  
PH: 4947 0031