



## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Project Officer	Department	NT Communities
Location	Katherine	Direct/Indirect Reports	Nil
Reports to	Mental Mates Board/Regional Manager Red Cross	Date Revised	November 2018

### ■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis

### ■ Position Summary

The role of Project Officer, Katherine, is to support Mental Mates to build their capacity, governance and empower members to actively address mental health issues within the community, initially by preparing and drafting a constitution for the newly formed board.

The role will take a community development approach to training community members in Mental Health First Aid, building local partnerships and linkages between Mental Mates and the community. The Project Officer focuses on a whole of community approach, working with key external stakeholders to develop locally designed solutions, including developing and leveraging local community networks in order to build community and service provider capacity to address mental health & community issues. Depending upon the identified needs of the community, advocacy and the identification and development of appropriate referral pathways may also form part of this role

### ■ Position Responsibilities

#### Key Responsibilities

- Within a framework of community development, ensure engagement with communities to identify and develop community-led responses to issues impacting on mental health within the community
- Ensure that opportunities for community capacity building are identified in all activities
- Establish and maintain productive relationships with community organisations and other key stakeholders across all sectors within the region
- Support the advocacy of Mental Mates and Community to obtain resources required to implement program and project responses to community issues
- Ensure that service responses are developed in a culturally appropriate manner that maximises the involvement and decision making of local people – especially Aboriginal and Torres Strait Islander peoples
- Look for every opportunity to involve Mental Mates volunteers in all community activities
- Complete accurate reports and provide information on programs and projects in a timely manner as required
- Ensure programs and projects are delivered in accordance with the organisation's mission statement as well as budget guidelines and parameters
- Identify and respond to program and project risks in conjunction with the Mental Mates Board

- Ensure the delivery of prompt and efficient customer service to internal and external clients
- Undertake identified professional development and training programs as required or as negotiated with Mental Mates Board.
- Seek opportunities to collaborate with other services in the region and with other service providers

## ■ Position Selection Criteria

### Technical Competencies

- Demonstrated experience, knowledge and understanding of delivering programs within Aboriginal and Torres Strait Islander communities
- Demonstrated ability to work autonomously and as part of a team
- Training mentoring and facilitation skills and experience
- Demonstrated ability to work cooperatively with internal and external stakeholders at various levels, establishing and maintaining strong partnerships
- High level general office administration, particularly demonstrated ability with records and finance management
- Experience in drafting and reporting on behalf of a charity desirable

### Qualifications/Licenses

- Current NT manual Drivers License or equivalent, capacity to drive a 4WD and previous 4x4 training or willingness to undertake
- Intensive and extensive cultural awareness training or demonstrate willingness to undertake
- Current Working with Children Ochre Card and Police Check is mandatory.
- Cert IV Workplace Assessment and Training, or Tertiary Qualifications or TAFE qualifications in community development, mental health or Aboriginal studies (completed or currently undertaking) – desirable

### Other

- Regular Intrastate travel is a requirement of this role (some interstate required)
- Skills in Governance, Policy Writing & Web Design is advantageous

### Behavioural Capabilities

- **THINK | Organisational Understanding and Compliance | Demonstrates understanding of Red Cross, its broader environment and complies with organisational procedures and guidelines**  
Demonstrates an understanding of the work of the domestic and international elements of the organisation | Understands and works within levels of authority and delegation | Understands and implements the policies and procedures of Red Cross | Understands the origins of the Movement and basic principles of International Humanitarian Law
- **ACHIEVE | Change, Adapt and Innovate | Improves processes or programs through demonstrating flexibility and innovation**

Accepts new ideas and change initiatives | Works to support the implementation of change locally | Understands how change impacts upon role and adjusts activity accordingly | Adjusts to change positively | adapts work style to suit change circumstances

- **COLLABORATE | Teamwork and Collaboration | Works with others to achieve shared goals**

Collaborates with team members to achieve shared outcomes | Actively participates in team decision making | Contributes to team outcomes | Demonstrates an understanding of the links between personal goals, team goals and organisational goals | Consistently participates in team building activities | Demonstrates effective team behaviours such as respect, integrity, honesty, trust and support

- **COLLABORATE | Engage and Influence others | Demonstrates appropriate engaging and influencing skills aligned with Red Cross objectives**

Establishes contact with others in response to specific needs | Builds relationships with external parties as required | Presents a point of view in a constructive and objective manner | Makes a strong positive personal impression on others

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:

**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**

- Act at all times in accordance with the Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters