



POSITION DESCRIPTION – TEAM MEMBER

Position Title	Community Development Officer	Department	Community Programs
Location	Kalgoorlie-Boulder	Direct/Indirect Reports	Nil
Reports to	Goldfields Community Programs Manager	Date Revised	January 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0011269

Red Cross is committed to building long-term and respectful partnerships by working with Aboriginal and Torres Strait Islander people, communities and organisations to determine and lead their own solutions. To support this commitment, Red Cross is determined to build our capacities through meaningful and rewarding employment and Volunteering opportunities for Aboriginal and Torres Strait Islander people.

■ Position Summary

The role of the Community Development Officer, Kalgoorlie-Boulder, is to support community to build their capacity and empower community members to actively address issues that affect their lives.

Working within a framework of place based community development, the role is to work to build local partnerships, facilitate external linkages between agencies and the community and to support the delivery of Red Cross programs and projects which are requested by the community. The Community Development Officer focuses on a whole of community approach with an aim to work with key external stakeholders for them to develop locally designed solutions. The position will work to develop and leverage local community networks in order to build community and service provider capacity to address community level issues, while developing and maintaining partnerships with key stakeholder organizations.

■ Position Responsibilities

Key Responsibilities

Under the direction of and in consultation with the Goldfields Community Programs Manager:

- Engage and work with the community on community-identified priorities and aspirations that Red Cross can support
- Work with line-managers to strengthen internal collaborations with all program areas.
- Identify opportunities for increasing capacity of community members and organisations through existing programs and new activities developed with the community aiming to increase skills, knowledge, networks, resources and confidence.
- Work to increase levels of participation and leadership of activities by community members and organisations.
- Strengthen social networks
- Recruit community members as volunteers

- Ensure that all activities are inclusive of community members who are marginalised by working to reduce barriers to participation.
- Maintain and grow existing community and organisational network relationships
- Manage key projects associated with the work being undertaken
- Work to remove internal and external barriers to communities achieving their aspirations
- Collect information and data and contribute to the timely reporting of outcomes.

■ Position Selection Criteria

Technical Competencies

- Demonstrated experience, knowledge and understanding of Aboriginal and Torres Strait Islander issues particularly the challenges in delivering programs within Aboriginal and Torres Strait Islander communities
- Demonstrated ability to develop and maintain strong trusting and respectful relationships with community members and organisations
- Skills in conflict management, mediation and negotiation.
- Experience in facilitating workshops and meetings and an ability to apply adult learning principles when working with community members
- Strong communication and knowledge management skills
- Demonstrated experience working with diverse communities
- Relevant experience in a complex community development setting
- Well-developed problem solving and decision making abilities
- Proficiency in the use of computers including MS Word, Excel and Outlook
- Ability to work effectively autonomously and as part of a team
- Mentoring skills and experience
- Demonstrated ability to work cooperatively with internal and external stakeholders at various levels, establishing and maintaining strong partnerships
- Proven highly developed organisational and time management skills

Qualifications/Licenses

- Relevant tertiary qualifications, and/or significant experience in the delivery of complex community development approaches
- A Working with Children check is a mandatory requirement for this role
- Current drivers licence

Other

- Some intrastate or interstate travel may be required.

Behavioural Capabilities

- **Personal effectiveness | Solving problems |** Demonstrated ability to identify situations or issues, consider options and develop solutions. Ability to communicate any problems, implement solutions and monitor appropriate actions.

- **Personal effectiveness | Being culturally competent** | Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Always displaying respect and courtesy to others and acknowledges cultural heritages and varying perspectives of team members.
- **Team effectiveness | Managing performance** | Demonstrated capability to take ownership of work and use initiative to deliver results. Accountable for own performance and ability to set clearly defined objectives for achievement.
- **Organisational effectiveness | Focussing on clients** | Proven track record in providing high quality service to internal and external clients and stakeholders. Actively seek and respond to client feedback in a constructive manner.

■ 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 Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- 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