POSITION DESCRIPTION – TEAM MEMBER

Position Title	Community Development Project Officer	Department	Emergency Services
Location	Adelaide	Direct/Indirect Reports	Staff: nil Volunteers: up to 5
Reports to	Coordinator, Community Resilience	Date Revised	HRC0038270
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4		

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 Community Development Project Officer will be responsible for supporting Red Cross' strategic priority of building individual and community resilience to emergency events and disasters.

The position will take a lead in delivering key externally focused projects aimed at engaging community members across various locations in South Australia to lead localised emergency resilience planning and activities. The position will work closely with government agencies, the not-for-profit sector, businesses and community members/groups in delivering the project.

■ Position Responsibilities

Key Responsibilities

- Project manage the '*Community-Led Emergency Resilience''* project and develop and maintain partnerships with organisations and communities to support its implementation.
- Support implementing actions identified in the '*People at Risk in Emergencies Framework for South Australia'* Implementation Plan.
- Embed Community Development and co-design approaches throughout the delivery of project work.
- Establish and maintain effective stakeholder relationships with community members, groups and organisations, councils and state government agencies.
- Effective delivery and documentation of project activities.
- Support the Coordinator, Community Resilience to ensure the project is managed within the project budget and provide costings for planned project activities.
- Provide clear and accurate project reports against stated objectives.
- Contribute more broadly to Emergency Services work across preparedness, response and recovery.
- Support a team culture of collaboration.

Position description
Template authorised by: Janice Murphy, National Recruitment Manager

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- Emergency Services team members are expected to support emergency response and recovery operational work during times of emergencies or major disasters.

■ Position Selection Criteria

Technical Competencies

Essential

- Proven experience in utilising a strengths-based community development approach.
- Highly developed interpersonal and group facilitation skills.
- Proven experience in project management.
- Experience in undertaking research and preparing written reports.
- Excellent written and verbal communication skills.
- Ability to work collaboratively and to form strategic partnerships.

Desirable

- Experience working on complex, community-focussed projects with a high level of political sensitivity.
- Knowledge of emergency management.
- Experience in facilitating co-design processes.
- Embraces various forms of digital technology to complete and manage work.

Qualifications/Licenses

- Current SA Driver's License or equivalent.
- A Working with Children Check is a mandatory requirement for this role.
- Relevant tertiary qualifications, skills and/or experience in Community Development, Social Sciences, Emergency Management or a related field.

Other

- Some out of hours work and intra-state travel will be required.

Behavioural Capabilities

- **Team effectiveness | Collaborating |** Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **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.
- **Team effectiveness | Managing change |** Demonstrated capability to adapt to, support and manage change in a positive way. Ability to work to overcome challenges arising from change and raise concerns constructively.
- **Team effectiveness | Communicating |** Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Thinking strategically |** Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

■ 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 3 years thereafter. Police check renewals may be required earlier than 3 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