



POSITION DESCRIPTION – TEAM MEMBER

Position Title	Communities for Children Project Assistant	Department	Community Programs
Location	Casuarina	Direct/Indirect Reports	Nil
Reports to	Communities for Children Team Leader	Date Revised Job Grade	July, 2018 JG3

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

Red Cross uses a Place Based, Community Development approach to all programs. The Communities for Children (C4C) program has a focus on the safety and wellbeing of local (Tiwi Islands and Palmerston) families, and children 0 – 12 years. The Project Assistant will have understanding of children's needs and the needs of disadvantaged families in Palmerston and the Tiwi Islands. The Project Assistant will support the Coordinator in monitoring the progress of funded activities in the community under the Community Partner Agreements.

■ Position Responsibilities

Key Responsibilities

- Provide support to the C4C Coordinator in:
 - monitoring Community Partner contracts with regular meetings/visits and record keeping
 - the monitoring and collection of program data
 - the entry of some data on a dedicated DSS Data Exchange
 - processing payments of Community Partner invoices
 - participation in network meetings and events
 - feedback on progress of CPs toward meeting their agreement milestones
- Provide professional taking of meeting minutes ensuring that all actions are highlighted and followed up.
- Liaise with Community Partners and other stakeholders on a regular basis to ensure all monthly reporting is completed.
- Help with regular committee meeting logistics in Palmerston and provide logistical support to Tiwi Islands C4C Project Officer for Committee meetings in Tiwi Islands including assistance with travel arrangements.

- Provide assistance with reporting to Department of Social Services and Red Cross in the required timeframes.

■ Position Selection Criteria

Technical Competencies

- Ability to communicate effectively with a diverse range of people, including external stakeholders and service providers
- Ability to develop positive relationships and relate to a range of people including volunteers, community members, staff and community partners
- Sound computer skills, including word processing skills, spreadsheet and database use skills
- Ability to exercise initiative, discretion and judgement in working both independently and as part of a team
- Ability to work effectively and sensitively with people from varying cultural and linguistically diverse backgrounds
- Developed relationships and knowledge of like-minded organisations in early childhood, education, family support and other community service sectors
- Ability to take general direction and then be self-directed with proven organisational, planning and feedback skills
- Well developed writing, minute taking and presentation skills
- Have some knowledge of community development principles and how to apply them

Qualifications/Licenses

- Current NT Driver's license.
- NT Working with Children Card (Ochre card) – mandatory prior to commencement
- Up to date Senior First Aid or willingness to obtain.
- Relevant tertiary qualifications in early childhood, youth work and/or Community Services desirable.

Behavioural Capabilities

- **MODEL | Demonstrate Care and Commitment | Demonstrates the Seven Fundamental Principles of the Red Cross Movement: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality**

Actively demonstrates behaviours consistent with Red Cross Fundamental Principles | Assists others within the framework of Red Cross goals and Fundamental Principles | Shares skills and encourages clients to learn | Acts as a practical resource to vulnerable people | Identifies and addresses needs, issues and concerns of clients | Consistently demonstrates behaviours in accordance with the Red Cross Code of Conduct

- **MODEL | Value Diversity | Promotes respect for diversity and human dignity**

Appreciates the diversity of Red Cross's people and clients | Considers the impact of words and behaviour when interacting with others | Is sensitive to others feelings | Listens to and acknowledges others thoughts and feelings

- **ACHIEVE | Plan and Implement | Effectively scopes, plans and implement work activities**

Clarifies individual work expectations and objectives | Understands the relationship between various work activities | Understands basic project management methodology | Effectively plans, implements and monitors own work plan | effectively manages own time

- **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.

■ 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