



POSITION DESCRIPTION – TEAM LEADER

Position Title	Team Leader – Community Development	Department	Community Programs
Location	Alice Springs, Central Australia	Direct/Indirect Reports	5
Reports to	Regional Manager, Central Australia	Date Revised	November 2019
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0009724

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

Strategy 2020 helps to guide the work of the Australian Red Cross (ARC). The Team Leader, Community Development, has as its primary responsibility a focus on Goal 4 of the 2020 strategy to improve the wellbeing of those experiencing extreme vulnerability. The role will work with community to develop strategies and responses that increase social participation and community connections for those people at greatest risk of experiencing deep social exclusion. The Team Leader role also provides staff supervision and oversight of budgets attached to program areas.

■ Position Responsibilities

Key Responsibilities

- Provide strategic oversight and direction to the current and emerging ARC programs focused on overcoming social isolation and exclusion
- Plan, monitor, review and evaluate programs using the ARC program management cycle tools and resources
- Develop and maintain partnerships with Aboriginal controlled organisations to progress the community development programs involving Aboriginal and Torres Strait Islanders
- Contribute to the accountability and information sharing of the ARC team through reports and team meetings
- Apply community development principles to programs that enable community members to identify issues relevant to overcoming social exclusion and contribute to the development of local solutions
- Ensure positive and respectful relationships are developed with the wider community to enable constructive working relationships
- Facilitate relevant meetings and engage in relevant networks within the community.
- Support the recruitment and training of volunteers to support programs
- As an employee of ARC you will receive relevant training to enable your participation in Red Cross

Emergency Services activities

- Contribute to the development of funding submissions and provide oversight of funds and grant acquittals
- Manage staff payroll requirements, leave requests, professional development opportunities and performance reviews
- Participate in NT wide and team meetings and team activities and events

■ Position Selection Criteria

Technical Competencies

- Understanding and experience in Community Development
- Skills in program management
- Experience and knowledge of the humanitarian/community sector
- Experience in establishing and managing internal and external stakeholder relationships.
- Knowledge and understanding of intergenerational and ongoing trauma experienced by Indigenous Peoples and associated healing/trauma informed approaches.
- Experience and/or training in supervising other staff.
- An ability to work well as part of a team and contribute to organisational activities
- Excellent skills in teamwork and communication and report writing skills
- Highly developed organisational and time management skills
- Excellent records management and general office administration
- Proficiency in use of computer programs for the purpose of reporting, emailing and record keeping and ability to learn new systems

Qualifications/Licenses

- Tertiary qualification in community development, social sciences or equivalent or relevant work experience
- Current NT Driver's license.
- Working with Children Card Check (Ochre card) is mandatory for this role

Behavioural Capabilities

- **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 | 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 | Communicating** | Demonstrated capability to communicate clearly and concisely ensuring messages are understood. Ability to express ideas clearly, listen effectively and provide feedback constructively.

■ 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