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POSITION DESCRIPTION – TEAM MEMBER

Position Title	Communities for Children (CfC) Coordinator	Department	Community Programs
Location	Tiwi Islands, NT	Direct/Indirect Reports	0
Reports to	CfC Team Leader, Darwin NT	Date Revised	Nov 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0027414

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 Tiwi CfC program has a strong focus on the health, safety and wellbeing of local families and children 0-12 years of age. The CfC Coordinator role is responsible for engaging Tiwi community members and service providers. This includes families and stakeholders across the Tiwi Islands, to participate in and endorse appropriate initiatives, which benefit all families and children of the local communities. The role requires a skilled and inspirational individual who is a good communicator, is enthusiastic, motivated and innovative. It is of utmost importance that the CfC Coordinator has a strong community development focus with an emphasis on working directly with community members and other stakeholders 'on-the-ground' as well as sharing information with the CfC Team Leader

■ Position Responsibilities

Key Responsibilities

- Use a place-based community development approach to all CfC initiatives
- In conjunction with the Team Leader, develop and implement all requirements of the CfC funding agreement with the Department of Social Services on the Tiwi Islands
- Work as a member of the Red Cross Tiwi team using the Red Cross 'Ways of Working' principles
- Engage community members and stakeholders to participate in the local CfC committee with the vision to gain contributions from both influential community members as well as relevant family and children's services
- Support members of the Tiwi committee to participate in the joint meetings with the Palmerston CfC Committee and other training and development opportunities when required
- Communicate regularly with the CfC Team Leader regarding Tiwi CfC activities and issues including participation in regular CfC team meetings
- Support the conduct of community partner activities on Tiwi Islands in accordance with directions of CfC Team Leader and local CfC Committee

- Support committee members to monitor and evaluate the CfC program and activities through first-hand experience
- Liaise regularly with other stakeholders who deliver services to children and families, link up services where possible and enable collaboration for better service delivery
- Keep records of meetings, events and activities
- Give advice to the CfC Team Leader regarding needs of the committee, community partners, children and families on the Tiwi Islands
- Work to achieve high quality in all aspects of the CfC program
- Keep records of meetings and activities and convey data to CfC Team Leader monthly

■ Position Selection Criteria

Technical Competencies

- Knowledge and understanding of Tiwi people and culture and the issues for Tiwi Aboriginal families and children
- Demonstrated understanding of community development principles and practices
- Excellent communication skills; including written, oral and group facilitation
- High level of leadership, motivation, personal and group organisational skills
- Strong professional networking and negotiating skills
- Ability to be strategic and innovative when developing solutions and/or action plans
- Knowledge of existing Tiwi networks and agencies delivering family support and children's programs
- Ability to keep data and feed information into reports or write simple reports

Qualifications/Licenses

- Relevant tertiary qualifications, skills and/or experience in community services, education or related field
- A NT Working with Children check
- Current driver's license

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 | Collaborating** | Demonstrated capability to work with others to reach common goals, sharing information, supporting and building positive and constructive relationships.
- **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 | 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