

POSITION DESCRIPTION – Team Member

Position Title	Community Action Builder	Department	Volunteer Mobilisation Hub
Location	Hobart, Mowbray or Burnie, TAS	Direct/Indirect Reports	Volunteers
Reports to	Volunteer Mobilisation Lead	Date Revised	Jan 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	Job Evaluation No:	HRC0029708

■ Position Summary

Australian Red Cross is part of one of the largest humanitarian movements in the world seeking to build a better society based on people helping people. For over 100 years, we have connected and mobilised thousands of volunteers and members to take humanitarian action across Australia and internationally.

The Community Action Builder is part of the Tasmanian Volunteer Mobilisation Hub and we aim to build an inclusive, diverse and active humanitarian movement, making it easy for Tasmanians to do more good. The Community Builder will support the delivery of a Red Cross Community Action project to explore and design resources in co design with community that will encourage humanitarian action in the Tasmanian community.

A Community Action Catalogue will be one of the key outcomes of this project, offering new volunteers, members and the broader community a suite of tried and tested options, ideas and resources to undertake important actions in Red Cross areas of focus.

■ Position Responsibilities

Key Responsibilities

- Work with the Mobilisation Coordinator and Volunteer Mobilisation Lead to ensure the successful delivery of the Tasmanian Community Action Project and key deliverables
- Contribute to the design and delivery of strategies, products, platforms and ventures to incubate, develop, launch and test initiatives to spark, nurture and channel humanitarian action in Tasmania
- Engage with Red Cross volunteers, members and broader community groups to co design a range of resources, kits and ideas that result in relevant and impactful humanitarian actions
- Collaborate with key internal stakeholders to garner existing mobilisation resources and to support Red Cross networks to facilitate humanitarian action at scale across new and emerging channels
- Lead the content development and design of a Community Action Catalogue for the Tasmanian context in hard and digital formats and which can be adapted and iterated by other Red Cross state or territories

■ Position Selection Criteria

Technical Competencies

- Demonstrated experience (3+ years) in relevant fields such as community development, design thinking for social change, organising and activation
- Demonstrated interest in (3+ years) using methodologies such as human centred design, lean and agile
- Demonstrated ability to build relationships with internal and external stakeholders to achieve project outcomes

- Demonstrated experience working in a co design project with stakeholders and community groups
- Excellent networking, relationship building and communication skills
- High-level proficiency in MS Office and cloud based technology
- Proven organisational and time management skills and use of tools to manage a busy and varied workload

Qualifications/Licenses

- Relevant tertiary qualifications, skills and /or experience in community development, humanities, marketing & communications, experience design, design thinking, campaigning, social entrepreneurship, design thinking, social impact or related fields
- A Working with Children check is a mandatory requirement for this role

Behavioural Capabilities

- **Personal effectiveness | Managing my behaviours** | Demonstrated track record in managing emotions and behaviours and understanding their impact on others. Ability to self-monitor and make improvements to manage own performance.
- **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.
- **Organisational effectiveness | Valuing voluntary service** | Demonstrated understanding of the benefits of voluntary service and recognises the contribution of volunteers to clients, communities and the organisation.
- **Organisational effectiveness | Innovating and improving** | Demonstrated ability to identify and raise issues regarding ineffective work processes and take initiative to make improvements.

■ 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