POSITION DESCRIPTION – TEAM MEMBER

Position Title	Community Builder	Department	Community Mobilisation Team
Location	Melbourne, Victoria	Direct/Indirect Reports	0
Reports to	Manager, Community Mobilisation Team VIC	Date Revised	February 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade		

● 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.

This role will work to continuously reimagine what it means to volunteer and take action in our communities in an effort build diverse humanitarian movement and make it easy for Australians to do more good.

You will work with the Victorian Community Mobilisation Team to support and enable easy, remarkable and relevant volunteer experiences and humanitarian actions that are both driven or inspired by Red Cross. Working strategically across Red Cross teams and connect and communicate with communities in Victoria, your collaborative design, social action and mobilisation expertise will nurture and activate people to be the change they want to be in their community.

● Position Responsibilities

Key Responsibilities

- Contribute to the collaborative design and creation of activities, resources, platforms and ventures to incubate, develop, launch and test initiatives to spark, nurture and mobilise humanitarian action in Victorian communities. This includes the design, testing and development of new initiatives, tools, actions and ideas.
- Play a leadership role in Victoria in the design and delivery of collaborative activities that support new ways of taking humanitarian action with diverse communities – this could include virtual communities, organisations, diverse cultural groups and age groups.
- Lead and assist in the collaborative design and testing of resources, that enables self-organised local humanitarian action and mobilisation of humanitarian action at scale
- Bring ideas and concepts to life across diverse channels and audiences using methods such as co-design techniques, networking, facilitation, human-centred design and storytelling.
- Cultivate relationships and networks to build strategic engagement and participation across teams, organisations, sectors and networks.
- Support and nurture existing and new Red Cross volunteer-led communities/initiatives to achieve their goals and deliver their activities
- Collaborate closely with key internal and external stakeholders at a National, State and Community level to support and empower Red Cross networks to facilitate humanitarian action at scale across new and emerging channels.

    Coordinate communications activities with volunteers and teams to promote connection, participation, awareness of humanitarian action in Victoria

- **Position Selection Criteria**

- Proven experience in relevant fields such as community building, mobilising community, design thinking for social change, organising and activation.
- Demonstrated ability to build relationships with internal and external stakeholders to achieve project outcomes.
- Demonstrated interest in using methodologies such as human-centred design, co-design and agile
- Ability to collaborate with teams to turn ideas and concepts into reality
- Excellent networking, relationship building, including ability to coordinate communication activities with internal and external networks.
- Expertise in gathering, responding and designing to community insights
- 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 humanities, marketing & communications, experience design, design thinking, campaigning, social entrepreneurship, design thinking, social impact or related fields.

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.
- **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 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 | Valuing voluntary service |** Demonstrated understanding of the benefits of voluntary service and recognises the contribution of volunteers to clients, communities and the organisation.

¢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 disaster