Australian Red Cross
THE POWER OF HUMANITY

POSITION DESCRIPTION – TEAM MEMBER

Position Title	Community Development Project Officer	Department	Community Programs
Location	Hobart	Direct/Indirect Reports	Nil
Reports to	Regional Services Manager - South	Date Revised	December 2019
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 4	**Job Evaluation No:**	HRC0011522

■ Position Summary

- Assist in providing community project delivery to the Red Cross Place Based initiative in Southern Tasmania, with a particular focus on the achievement of community determined indicators as a indicator of change.
- Lead and coordinate community engagement activities in the identified place based location.
- With a particular focus on Aboriginal and or Torres Strait Islander people and utilising Project Management, facilitation, and stakeholder engagement skills - apply the principles of community development and capacity building within; Aboriginal and Torres Strait Islander communities in line with community priorities for change in area as determined by the communities.
- Facilitate stakeholder engagement, data collection, continuous exchange of information, and improved integration of services, this role will contribute to improved social outcomes for the Bridgewater Gagebrook and Herdsman Cove communities with a focus on Aboriginal and Torres Strait Islander community members.

■ Position Responsibilities

Key Responsibilities

- Identify community assets, strengths and community need using a community development approach.
- Mobilise community members, build community leadership and manage Volunteers
- Lead the community projects to increase service access to address the community identified needs of the Place Based initiative
- Provide project management activities to the Place Based initiative including research, recording and evaluation of a range of initiatives that demonstrate progress towards achieving community determined indicators.
- Promote and represent Red Cross and specific projects/programs to the Aboriginal and Torres Strait Islander and broader community sector to maximise organisational impact within the place-based region.
- By walking alongside community organisations and representatives, build successful partnerships in particular with Aboriginal and Torres Strait organisations and services to strengthen community assets and capability.
- Ensure that community consultation and collaborative initiatives are reflective of the diversity of the target community and in particular Aboriginal and Torres Strait Islander community.
- Prepare high-level reports, submissions, plans and other correspondence as required.

- Ensure delivery of culturally competent services and practice for Aboriginal and Torres Strait Islanders and for culturally and linguistically diverse communities. This includes maintaining culturally competent practice in a broad range of setting to develop respectful relationships.

■ Position Selection Criteria

Technical Competencies

- As an Aboriginal or Torres Strait Islander person, demonstrate a level of connection, knowledge and understanding of Tasmanian Aboriginal people and culture and be willing to share this knowledge and influence within the organisation.

  Ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people, including the requirement for genuine consultation and negotiation.
- Proven High level interpersonal, verbal, written communication skills, along with effective influencing, and relationship management skills.
- Well-developed project management skills
- Demonstrated ability to liaise appropriately and strategically with a diverse range of stakeholders
- Demonstrated ability to provide effective facilitation to enable community participation, decision making and influence
- Demonstrated ability to work as a highly effective team member
- High level and proven ability to support development of administrative systems to support service delivery and projects and ability to prepare or edit data, correspondence, agendas, minutes and reports as required.

Qualifications/Licenses

- A Working with Children check is a mandatory requirement for this role
- National Police check
- Current Drivers Licence
- Appropriate Tertiary level qualification and direct Community Development experience

Behavioural Capabilities

- **Personal effectiveness | Achieve results |** Demonstrated ability to manage work and achieve the results committed to. Ability to evaluate progress and make adjustments needed to achieve goals. Accept responsibility for mistakes and learn from them.
- **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.
- **Organisational effectiveness | Thinking strategically |** Demonstrated understanding of how an individual's role and work contributes to achieving organisational goals. Ability to think ahead and plan accordingly.

■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:

- 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