

## POSITION DESCRIPTION – TEAM MEMBER

Position Title	Project Officer	Department	Community Programs- Central Australia Region
Location	Tennant Creek	Direct/Indirect Reports	0
Reports to	Regional Manager	Date Revised	August 2020
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 3	Job Evaluation No:	

### ■ Position Summary

A Project Officer for Australian Red Cross (ARC) in Tennant Creek and Barkly Region Northern Territory is a crucial role providing 'permanent presence' for ARC in the area. In addition, the Project Officer role is an excellent fit with the activities, pursuits and daily community engagement and involvement at Paterson Street Hub. Collaboration between Paterson Street Hub, First Peoples Disability Network (FPDN) and ARC sees Project Officers based at and working with the Paterson Street Hub and FPDN team.

This position involves working with community members and service providers, forming partnerships to achieve community identified actions and outcomes using a Community Development approach. The team is made up of Red Cross staff and volunteers all of whom will collaborate and work with other organisation's and their clients to achieve agreed community determined outcomes. The Project Officer will work within budget, funding and reporting requirements. Using Place Based Community Development skills and knowledge, this role will support individual and community capacity building.

### ■ Position Responsibilities

#### Key Responsibilities

- Maintain current awareness of social issues and seek ideas and options for connecting with Tennant Creek community members to encourage and support a strengths based approach to finding local solutions.
- Work with residents of the Community Living Areas to generate community development projects.
- Create opportunities for community voice to be visible, recorded and heard to influence the work of Paterson Street Hub and in other Tennant Creek locations.
- Use existing and new activities to engage deeply with young people in Tennant Creek – particularly those at risk of entering the justice system.
- Facilitate opportunities for relevant guest speakers to connect with community, bringing requested information to where people gather in culturally safe spaces
- Report regularly to co-workers and line manager using both written and oral reports.
- Ensure compliance with all Red Cross policies including Work Health and Safety, Child Protection and the Ethical Framework.
- Maintain good storage systems for all equipment including tools and vehicles.
- Communicate and work with other collaborating organisations to maintain positive stakeholder relationships in conjunction with other Red Cross staff.

## ■ Position Selection Criteria

### Technical Competencies

- Understanding of Aboriginal culture in Central Australian Red Cross Experience collaborating with key stakeholders
- Ability to report on work activities regularly.
- Flexibility to use varying skills to work with individuals from a wide range of cultural backgrounds and across genders.
- Skills in using a variety of program activity equipment and ability to share those skills with others.
- Awareness and ability to maintain a safe working and meeting environment at all times.
- Excellent records management and computer skills that will enable the writing of word documents for reporting and recording purposes.
- Good communication and written skills
- Awareness of Community Development approaches and ability to implement those approaches in a culturally appropriate manner.

### Qualifications/Licences

- A Working with Children check is a mandatory requirement for this role
- NT Drivers Licence

### 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.
- **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.
- **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 | 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