

POSITION DESCRIPTION – TEAM MEMBER

| | | | |
|-----------------------|--|-------------------------|--------------------|
| Position Title | Community Development Coordinator | Department | Emergency Services |
| Location | Mowbray | Direct/Indirect Reports | 50+ volunteers |
| Reports to | Migration & Emergency Services Lead | Date Revised | June 2020 |
| Industrial Instrument | Social Home Care and Disability Services Award | | |
| Job Grade | Job Grade 4 | Job Evaluation No: | HRC0019114 |

■ Position Summary

This role will be responsible for supporting communities to prepare for, respond to and recover from disasters in their region.

Supporting the Migration & Emergency Services Lead, this role will have a strong focus on stakeholder, including community engagement to support community-led resilience building to the impacts of climate change including disasters and their related stressors. In partnership with the southern Community Development Coordinator, this role will be responsible for the development and implementation of sustainable and effective community preparedness and recovery initiatives, guided by national principles, aimed to increase community capacity to better prepare for future disaster events.

This role will maintain Red Cross' capacity and capability to respond to disasters in their region.

Working collaboratively with Regional Managers, members and volunteers, this role will develop and strengthen partnerships between Red Cross and relevant local government, non-government and community partners in their region to create and deliver evidence-based models of Emergency Services programs in Tasmania.

The role requires a self-motivated and proactive person, able to manage their own time effectively, with strong attention to detail and organisational skills.

■ Position Responsibilities

Key Responsibilities

- Actively engage with key stakeholders including local government, primary industry services, community service providers, and community groups to identify resource and service delivery gaps.
- In consultation with the National Emergency Services team and guided by national principles develop and implement evidence based sustainable and effective community preparedness and recovery initiatives to address identified gaps.
- Identify grant opportunities and assist the Migration & Emergency Services Lead to develop grant applications.

- Ensure that Red Cross is providing effective and appropriate resilience advice and information to communities, partners and vulnerable people and implement effective ways to monitor and evaluate program outcomes.
- Provide education, training and resilience and preparedness initiatives to support community members, service providers, local and state government.
- Represent Red Cross at local and regional level committees and meetings as required with a focus on advocating for vulnerable people and communities.
- Ensure ongoing capacity to support communities in their region to prepare for, respond to and recover from disasters through the recruitment, training, development and support of local volunteers
- Support emergency response and recovery operational work during times of emergencies or major disasters.
- Identify and implement process improvements in how Red Cross supports communities to prepare for, respond to, and recover communities.
- Promote a proactive approach to the management of WHS issues and ensure implementation of the Red Cross WHS plan/strategy.
- Participate on a duty roster to support the activation requirements for Australian Red Cross in Tasmania.

Technical Competencies

- Proven experience in utilising a strengths based community development approach and / or emergency management experience
- Proven ability to work collaboratively and to form strategic partnerships.
- Highly developed interpersonal and group facilitation skills.
- Proven experience in project management.
- Experience in working with and supporting volunteers and/or members
- Excellent written and verbal communication skills.
- Well-developed analytical, problem solving and decision-making abilities
- Strong commitment to Reconciliation
- Proficiency in MS Office

Qualifications/Licences

- National Police check
- A Working with Vulnerable People Check is a mandatory requirement for this role
- Current drivers licence
- Relevant tertiary qualifications would be well regarded

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 | 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 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.

- **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 disasters