



# POSITION DESCRIPTION

<b>POSITION TITLE</b>	Community Capacity Building Lead
<b>DIVISION</b>	NDIS Services
<b>DEPARTMENT</b>	Practice Standards Team
<b>REPORTS TO</b>	Senior Manager, Community Capacity Building

## ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty.

Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary Brotherhood of St Laurence pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,400 staff and is supported by 1,200 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

We have also established initiatives to tackle the challenge of climate change and environmental sustainability present for disadvantaged people.

BSL's Strategic Plan for 2019-2023 outlines five strategic outcomes:

These are:

- Inclusive services and communities for everyone
- Thriving and resilient children and young people
- Economic security for all
- A trusted voice nationally on poverty and disadvantage
- An inclusive, effective, efficient and agile organisation

## DEPARTMENT PURPOSE

The NDIS Services division comprises of Local Area Coordination (LAC) and Early Childhood Early Intervention (ECEI) services. BSL is a partner in the community delivering LAC and ECEI services in five areas across metropolitan Melbourne.

### Early Childhood Early Intervention (ECEI)

The ECEI approach supports children aged 0-6 years who have a developmental delay or disability, and their families/carers. The ECEI approach supports families to help children

develop the skills they need to take part in daily activities and achieve the best possible outcomes throughout their life.

### **Local Area Coordination (LAC)**

Local Area Coordination is a pivotal function in the National Disability Insurance Scheme (NDIS). LAC provides planning and coordination to support people with disability exercising choice and control over the services they use. LAC promotes community inclusion and supports the development of mainstream services that are accessible to people with disability.

### **POSITION PURPOSE**

The Community Capacity Building Lead plays a pivotal role in facilitating the development, implementation and monitoring of regional Community Capacity Building plans, to create more inclusive and respectful communities for people with disabilities.

As well as working closely with regional BSL NDIS leadership to establish key partnerships with external stakeholders, such as local community groups, disability networks, and mainstream service providers, the position will also work to build the capacity of BSL's NDIS workforce to effectively facilitate the implementation of the community engagement and capacity building work.

### **KEY RESPONSIBILITIES**

- Develop, oversee and facilitate the implementation of the Community Capacity Building Plans and key community engagement activities across designated regions
- Support the implementation and evaluation of regional priorities, working closely with office and regional leadership
- Work closely with local communities and Senior Managers to identify, build and deliver sustainable community engagement, capacity building and stakeholder engagement activities and initiatives
- Engage a range of stakeholders from disability, local communities, local governments, NDIA and internal BSL programs to ensure a coordinated approach to community engagement and capacity building across the regions
- Plan, develop and deliver initiatives that promote diversity, inclusion and cultural awareness including people with disabilities and representatives of diverse communities, including Aboriginal and /or Torres Strait Islander communities
- Working with Area and Senior Managers, ensure that contractual and organisational KPIs for community capacity building are met
- Support the implementation of the Community Capacity Building Steering Committees/Working Groups
- Monitor, evaluate and track outcomes of community engagement and capacity building initiatives
- Work with BSL Communications team to develop a multifaceted communication strategy
- Work with the ECEI & LAC teams to build capacity, tools and resources in community engagement and capacity building practice
- Make recommendations on staff resources required to engage in partnerships

- Provide tailored training opportunities as required to build skills and inclusive practices
- Collaborate and consult with internal stakeholders on relevant project initiatives
- Support Linkage Coordinators to undertake and reflect on community capacity building work
- Advocate for positive approaches to disability in the broader community so that people with disability and their families and carers feel empowered and valued
- Build awareness in mainstream and community services on the value and importance of accessibility and inclusion and support them to take practical steps to be more inclusive and understand NDIS and its goals
- Develop and maintain, in conjunction with Senior Managers, internal and external stakeholder relationships
- Other duties as required

## **TO BE SUCCESSFUL YOU MUST HAVE**

### **Essential**

- Relevant tertiary qualifications in Community Development, Social Sciences or other relevant fields (including Early Childhood Early Intervention)
- High level experience of working in partnerships with local governments and other stakeholders
- Previous experience in developing and implementing community development, engagement and capacity building initiatives within a project management framework
- Well-developed communication skills with the ability to build effective relationships and collaboration across all levels both internally and externally
- Proven ability to work independently as well as in diverse team environment
- Well-developed interpersonal, facilitation and presentation skills
- Demonstrated knowledge and understanding of the issues facing children and adults with disability and their families/carers
- Excellent time management skills with the ability to plan workload, prioritise and meet deadlines
- Proven ability to understand, identify and resolve problems with appropriate recommendations
- Experience with highly accountable processes that are subject to external review
- Understanding of and empathy with the values and ideals of BSL

### **Desirable**

- Demonstrated understanding of the National Disability Insurance Scheme

## **MANDATORY EMPLOYMENT CRITERIA**

- Specific work requirements include weekend work, evening shifts, work based travel and attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process

- A satisfactory Disability Worker Exclusion Scheme (DWES) Check is required. The Brotherhood will facilitate this process