

# POSITION DESCRIPTION



**Department:** Community Services

**Position:** Community Development Worker

**Position Classification Level:** Community Services Worker Classification Level 4 (as per Northside's Enterprise Agreement)

**Reports to:** Team Leader - Engagement

## NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

**Vision:** A community where everyone matters and has the opportunity to fulfil their potential.

**Mission:** Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.

**Values:**

Courage

Integrity

Choice

Innovation

Collaboration

## POSITION OBJECTIVE

Reporting to and under the general direction of the Team Leader - Engagement, Community Development Worker is a key position responsible for the development and facilitation of networks, engagement, and consultation of community groups and the establishment of collaborative partnerships and projects that respond to identified need and encourage participation within the community. This role also provides support to Common Ground residents through community engagement and Community Activation support services in delivering the CHANGE program.

The CHANGE Program is designed to enhance and embed attitudes and practices of healthy activity within communities and programs through the facilitation of strong networks of health initiatives, sports and recreation organisations, and other relevant resources.

## KEY RESPONSIBILITIES AND DUTIES

- Identify and build respectful, equitable and inclusive relationships with local communities, networks and key stakeholders, and across programs and service delivery at Northside.
- Work within an ABCD framework to support community members in the delivery of inclusive programs and/or activities.
- Support the Community Activation Coordinator in organising and maintaining the strategic and operational aspects for the CHANGE program.
- Provide support in the development and delivery of activities within the assigned programs.
- Design and develop programs and projects in response to identified community needs (including managing risk), with an emphasis on sustainability within the community.
- Work with the supervisor, network and community to provide the community with opportunities to contribute to service delivery within the region.
- Work with the supervisor, network and community to identify and prioritise opportunities or gaps in services for the region (including the Common Ground community).
- Coordinate and assist in the delivery of events and activities across the broader organisation.
- Coordinate the data collection, monitoring, evaluation and reporting for all programs and activities.

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- Coordinate the provision of resources (e.g., equipment, materials, etc. to internal and external stakeholders) to achieve program objectives.
- Identify, develop and nurture sound working relationships across all levels of the organisation, community, government etc. to discern opportunities for collaboration.
- Provide professional, current and relevant advice to stakeholders (internal and external).
- In collaboration with the Northside Human Resources Team, manage volunteers in relevant programs including; onboarding, retention, recognition, etc.
- Undertake other relevant duties as directed, consistent with the employee's skill, competence and training.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety, and Environment requirements.

## **ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE**

1. Demonstrated experience in delivering community development projects.
2. Demonstrated experience in the development and implementation of community engagement initiatives and activities.
3. Demonstrated ability to build and maintain key stakeholder relationships across various levels and spheres.
4. Demonstrated experience in a range of community consultation methods, including both formal data collection and informal conversational collection.
5. Demonstrated experience in working with communities experiencing vulnerability and/or marginalization.
6. High-level communication skills with experience in reporting both internally and externally, both written and verbal.
7. Experience developing and implementing program logics, administrative tools, process, risk matrix and monitoring and evaluation matrix.
8. Ability to maintain privacy and confidentiality at all times.

## **QUALIFICATIONS AND/OR TRAINING**

- A tertiary qualification in community development, social work or similar field with relevant experience; or
- Associate Diploma with substantial relevant experience; or
- Less formal qualifications with specialized skills in community development, social work or similar field.
- Full driver's licence.
- Full time access to a comprehensively insured car.

## **PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

- Prolonged periods of sitting at a desk and working on a computer.
- Regular lifting, manual handling tasks (setting up and packing up community events).
- Able to work some weekends & public holidays.
- Driving to clients' or partnership organisations' locations.
- The position may require the use of personal vehicle to deliver Northside services.

## **GENERAL EMPLOYMENT INFORMATION**

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

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All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

## SIGNATURE

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			