

POSITION DESCRIPTION

Overview of Northside Community Service:

Northside Community Service is a leading provider of community services. We are committed to delivering exceptional care standards and embracing diversity within our community. Our aim is to enhance the well-being and quality of life of all our clients.

- Position Title:** Community Development Coordinator
- Classification Level:** Community Service Worker Classification Level 4-5 (as per Northside’s Enterprise Agreement)
- Reports To:** Manager (Community Programs)
- Direct Reports:** Not Applicable

Position Objective:

Community Development Coordinator is responsible for leading the development and management of community programs that foster strong, inclusive relationships with local stakeholders. The key responsibilities include designing sustainable initiatives, coordinating resources, and overseeing volunteer management. This role requires a proactive approach to identifying service opportunities and enhancing stakeholder engagement across all levels of the organisation and the community.

Key Responsibilities and Duties:

- Stakeholder Engagement and Relationship Building:
 - Establish and maintain equitable and inclusive relationships with local communities, networks, and key stakeholders to support collaborative initiatives.
 - Develop and nurture connections across all levels of the organisation, including with community members and government entities, to identify opportunities for collaboration.
- Program Development and Management:
 - Design and develop responsive community programs and projects, with a focus on sustainability and risk management.
 - Identify and prioritise service opportunities or gaps within the region, in collaboration with Northside’s Leadership team and community stakeholders.
- Resource Coordination and Support:
 - Coordinate the allocation of resources, such as equipment and materials, to internal and external stakeholders to meet program objectives.
 - Manage volunteers across relevant programs, overseeing onboarding, retention, and recognition efforts.
- Data Management and Evaluation:
 - Oversee data collection, monitoring, evaluation, and reporting for all community programs and activities to assess impact and guide future initiatives.
- Professional Advisory and Funding:
 - Provide current and relevant advice to both internal and external stakeholders to enhance service delivery.

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- Identify and apply for grants and funding opportunities to support community projects.
- Additional Responsibilities:
 - Undertake other duties as directed, consistent with the employee’s skills, competence, and training, to support organisational and community needs.

Essential Skills, Knowledge, and Experience:

1. Stakeholder Engagement: Proven ability to develop and maintain strong relationships with diverse stakeholders, including effective collaboration and community involvement.
2. Program Development: Experience in designing and managing sustainable community programs that address identified needs and gaps.
3. Resource Management: Skilled in resource allocation and volunteer management to support program objectives and enhance community engagement.
4. Data Evaluation: Competency in managing data collection, monitoring, and evaluation to assess program impact and guide strategic decisions.
5. Funding and Advisory Skills: Ability to secure funding through grants and provide expert advice to improve service delivery and community impact.
6. Adaptability: Flexibility to handle additional responsibilities and adapt to changing needs with strong problem-solving capabilities.
7. Communication Skills: Excellent communication and interpersonal skills, capable of engaging various audiences effectively.

Qualifications and/or Training:

- Desirable: Professional qualifications in social work, case management, community development, or a related field.
- Highly regarded: Experience and formal training in strategic planning, risk management, and leadership of community-focused programs.
- Full driver’s licence and access to a comprehensively insured vehicle.

Physical Requirements/Work Environment:

- Primarily office-based but includes travel to various service locations.
- Occasional lifting and manual handling tasks.
- Flexibility to work evenings, weekends, and public holidays as required.

General Employment Information:

Northside Community Service is committed to creating a child-safe, diverse, and equitable environment. We adhere to strict safety and anti-discrimination policies and encourage applications from diverse community groups. All employees must comply with our Code of Conduct, Health, and Safety policies and are subject to national police checks and appropriate screenings.

Signature

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

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Employee Name		Date	
Employee Signature			