

POSITION DESCRIPTION



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

COMMUNITY DEVELOPMENT MANAGER

Location: Mowbray
Reports to: TAS State Manager
Supervises: Nil
CHL Capability Band: #3

Primary Purpose:	The Community Development Manager is responsible for the management of Community Housing Limited's Community Development program in Tasmania. The role is responsible for the development and sustainability of strong communities with social diversity by fostering community-building initiatives to improve the health and well-being of disadvantaged people in the state.
Context:	This is a senior role leading key program or project areas that contribute to CHL's vision of a world without housing poverty. This role is a champion for CHL's values, vision and goals and promotes and drives commitment to the organisations strategic objectives. Staff working at this level are expected to manage work practices for the health and wellbeing of staff, promote and adopt a balanced and positive approach to work and promote a working environment free from harassment and discrimination
Work Health & Safety	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
Responsibilities:	<p>Work within the State Management Team and foster community development activities in accordance with CHL's Community Development Framework (CDF) and role model commitment to the community development principles and action principles contained in the CDF by ~</p> <ol style="list-style-type: none"> 1. Development of community development strategy for Tasmania 2. Supporting staff to ensure community engagement and community development is a core part of our service 3. Engaging closely with diverse communities and creating projects from community ideas, ensuring community ownership of projects 4. Writing proposals, project briefs, business plans, grant applications and reports 5. Managing and developing community development and economic participation projects 6. Managing the community development budget, source partnerships to deliver financial contributions 7. Drive a shared design and delivery model to ensure our practices support customer and community outcomes 8. Support the Projects team by providing advice regarding community development, particularly writing tender documents and implementing new projects 9. Support the growth of Aboriginal Community Housing Limited to deliver community development initiatives 10. Establishing and maintaining effective partnerships with government agencies, community organisations, research bodies and private sector businesses 11. Promoting CHL's CDF to colleagues, partner agencies and communities 12. Supporting effective communication with colleagues across CHL about community development 13. Support and promote the CHL Reconciliation Action Plan and Social Impact Framework 14. Participating collaboratively in CHL's national community impact network 15. Providing additional appropriate support to wider team and organisation
Technical Skills, Experience & Qualifications:	<ul style="list-style-type: none"> • Five years' experience in strategic development and implementation of community development programs • Experience of program design, development and co-ordination; knowledge of the social enterprise sector • Track record of establishing and developing strategic partnerships with external organisations • Commitment to the right of every person to good quality housing and a sense of belonging • Current Driver's Licence • Satisfactory Police and Working With Children's Checks
Key Capabilities:	<p>Embraces Diversity – Effectively engages people from diverse backgrounds in the workplace and community</p> <p>Solves Problems – Monitors programs, identifies potential problems, and develops and implements collaborative solutions</p> <p>Project Management – Responsible for project management and delivery to meet time, budget and quality outcomes.</p> <p>Resilience – Role models responding to day-to-day</p> <p>Strategic Thinking - Engages in strategic planning and uses resources to achieve CHL's aims and goals</p> <p>Self Awareness – Critically analyses own performance and behaviour, their impact on others and seeks feedback to improve</p> <p>Teamwork – Builds co-operation and overcomes barriers to information sharing, communication and collaboration</p> <p>Listens, Understands, Adapts – Seeks to fully understand the audience, is empathetic and ensures communication style is adaptive to meet other's needs</p> <p>Nurtures Relationships – Builds and sustains relationships within CHL, across the community housing industry and with a diverse range of external stakeholders</p> <p>Integrity – Understands and models CHL's social, ethical and organisational standards and responsibilities in all interactions</p> <p>Financial Management – Effectively manages relevant financial processes and reporting. Assists with budget reviews and works to established budgets. Is aware of and understands financial delegation principles and processes</p> <p>Autonomy – Understands what is required, structures time and tasks and delegates appropriately to achieve outcomes</p>