

POSITION DESCRIPTION

Position Title:	Community Recovery and Resilience Coordinator (PN5587)		
Position Type:	Full-time Temporary		
Department:	Community Partnerships		
Date Approved:	October 2026		
Hours per week:	35	Award Classification:	Band 2, Level 3
FTE	1	Salary Classification	Grade 5

Position Purpose

The Community Recovery and Resilience Coordinator (CRRC) coordinates locally led recovery and resilience projects across the Kempsey Shire, primarily in response to flood.

Funded by the NSW Reconstruction Authority through the Community Recovery and Resilience Coordinators Program (AGRN 1212), the role coordinates community-led activities, administers the Community Flood Recovery and Resilience Grants Program and supports the Community Resilience Network to build long-term community capacity.

Key Accountabilities

- Work collaboratively with community to design, deliver and evaluate a range of deadline driven, grant funded recovery, resilience and preparedness projects that respond to identified community needs.
- Develop and maintain the program work plan and a community needs and strengths assessment and adjust delivery as community priorities change.
- Apply asset-based community development strategies to partner with community groups and government organisations to support capacity building through programs, events and activities.
- Develop and strengthen a local Community Resilience Network of community and agency stakeholders to deliver appropriate and effective community led recovery activities and programs.
- Develop, promote and share recovery and resilience information so the community is aware of, and can access, available supports and services.
- Administer the local Community Flood Recovery and Resilience Grants Program, including guidelines, promotion, assessment, funding agreements, acquittal and reporting on outcomes.
- Coordinate and deliver engaging, culturally appropriate activities, workshops, and memorial and anniversary events in collaboration with affected communities and partner organisations.
- Prepare monthly, quarterly and close out reporting, including activity, financial and evaluation reporting, and maintain accurate records and an auditable trail of expenditure.
- Monitor program expenditure against the approved budget, obtain required approvals before funds are committed, and identify, escalate and manage risks, issues and variations early.
- Attend meetings of Council/community groups, inter-agency forums, state hosted coordinator forums and engagement activities as required, some of which may be outside normal working hours.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Relevant qualifications in Community Development, Project Management or a related field, or equivalent relevant experience.
- Current Drivers licence.

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Intermediate to advanced Microsoft Office skills
- Excellent verbal and written communication
- Organised and able to meet deadlines
- Experience in project management, community development or disaster recovery in Local Government, Government or not for profit sector.
- Demonstrated experience working in a busy reactive environment with tight deadlines.
- Experience in communicating to and liaising with multiple stakeholders including internal partners, community and Government agencies.
- High level of project management skills, including project planning and scoping, assessment, logistics for implementation, evaluation and acquittals.
- Ability to build partnerships using initiative, creativity, negotiation, consultation and conflict resolution skills.
- Ability to analyse issues and data to formulate solutions based on practical interpretation of policies, procedures and relevant legislation.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

CARING Values

COLLABORATION

ACCOUNTABILITY

RESPECT

INTEGRITY

NURTURING

GROWTH

CARING FOR OUR COMMUNITY

CARING FOR OUR TEAM MATES

CARING FOR OUR ENVIRONMENT

CARING FOR OUR FUTURE IN THE SHIRE

KEMPSEY SHIRE COUNCIL – WE CARE

Supervision Received

This role reports to the Communications Manager.

Supervision Exercised

The following roles report to the Community Recovery and Resilience Coordinator:

Nil.

POSITION DESCRIPTION

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	
Date:	

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	MM
Position Title:	People and Culture Advisor
Date:	October 2026

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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