

Community Development Worker

Position

This position is within the Community Services portfolio. It may be part of various teams.

- This position reports to the Team Leader
- Reporting line may vary depending on location and service size
- This position does not have any direct reports This position may have direct reports, positions vary
- This position has the following direct reports:
This position is designated Band 7 under the *Schedule of Authorities and Delegations*
- This position is a budget holder This position has designated revenue targets
- This position is an Aboriginal & Torres Strait Islander identified position
- This position may require a working with children related clearance

Purpose

The purpose of this position is to foster, develop and evaluate leadership, partnerships, initiatives and opportunities within community that engage and empower residents, improve service offerings, increase service capacity and reach, and build community capacity and resilience.

Focus

To achieve this purpose, the position holder would typically

- Develop relevant strategies and activities to gather data and engage stakeholders in understanding community assets, needs and opportunities as it pertains to the role.
- Develop extensive community networks with stakeholders including: community members and groups; other Benevolent Society operated programs; business; government departments and agencies; and other service providers.
- Develop, implement and review strategies and opportunities with the aim of improving service capacity in the local area, in response to key areas of assets and need.
- Develop reports and recommendations for new partnerships, programs and funding arrangements for approval by the Director Operations and relevant departments and agencies and funding bodies
- Support, advise, coach, train and coordinate community partner and community-initiated programs (where appropriate) to access and apply for funding and establish appropriate administration, quality, governance and collaboration structures and practices.
- Coordinate and facilitate engagement, consultation, and learning activities that facilitate involvement in community and service system and support empowerment and capacity building.
- Develop, implement and review community building and social capital building activities where relevant.
- Document and create reports using technology and paper based systems in a clear, logical, understandable and timely way and support the appropriate collection and sharing of data across the community and service system.
- Advise the Manager of any significant changes, concerns, potential conflicts of interest, inappropriate use of funding or potential non compliance or other risks, as soon as possible
- Document work hours, kilometres travelled, reimbursements and other employee records in the timeframes required

Outcomes	When things are going well we would expect to see these outcomes:	
	<ul style="list-style-type: none"> • Community members accessing services that meet their needs • Communities contributing to conversations and actions about the present and future state of their community • Service providers collaborating in understanding and responding to community vision, assets and needs • Community level data collected and contributing to community and system conversations and planning 	

Relationships	We work collaboratively with others, however this position works closely with:	
	Within The Benevolent Society:	Outside The Benevolent Society:
	<ul style="list-style-type: none"> • Managers, Team Leaders • Director, Community Development • Project & Implementation Leads • Volunteers and students 	<ul style="list-style-type: none"> • Clients • Government departments, agencies and other service providers • Local community groups and businesses

Individual	To achieve the position purpose and outcomes the position holder will need to have:	
	<ul style="list-style-type: none"> • Degree qualification in community, social work, early childhood, psychology or similar or a minimum of five years community development experience. • Previous experience in a similar role, or a role working with external partners/stakeholders to achieve shared objectives • Excellent understanding of, and commitment to, community development theory and practices • Excellent understanding of risk and safety issues such as drug and alcohol use, domestic violence, mental health issues, and homelessness • Understanding of the needs of diverse communities such as Aboriginal and Torres Strait Islander, culturally and linguistically diverse (CALD), and gay, lesbian, bisexual, transgender and intersex (LGBTI) communities • Excellent communication including written, verbal, group facilitation and social media skills • Excellent relationship building skills with the ability to create strong working and problem-solving relationships with different stakeholders • Ability to work flexible hours as evening and weekend work will be required 	

Travel	This position may require some flexibility in terms of travel or hours of work:	
	<input type="checkbox"/> Overnight travel/stays may be required <input checked="" type="checkbox"/> Some weekend work may be required <input checked="" type="checkbox"/> Some evening work may be required <input checked="" type="checkbox"/> Travel between office locations/regions may be required <input checked="" type="checkbox"/> Travel to consumers (varied locations) may be required <input type="checkbox"/> Use of own registered, insured motor vehicle for business purposes may be required <input checked="" type="checkbox"/> Use of TBS pool cars may be required	
	All of us might need to travel occasionally to attend learning opportunities, meetings or other key events.	

Context**Those with knowledge of this position say the things that might make your day are:**

- To see staff build relationships and gain an interest in the community
- To see improved communication with the community
- To see programs working well
- To see the community come up with ideas and seeing them come to fruition

Those with knowledge of this position say some key challenges you might experience are:

- Managing perceived conflicts of interest, for example, working for an organisation but also being part of the community you serve
- Overcoming community fear and distrust in dealing with agencies

Approvals

Approver Director, Human Resources Date: 16 December 2016 Position Code COM014

Review history V1.0 FINAL

Advertising

This Position Profile is not intended as an exhaustive description of the position, accountabilities or associated duties. The Benevolent Society may alter or adjust this Position Profile at any time.