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# **Position Description**

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| **Position Title** | Community Development Officer |
| **Directorate** | Sustainable Economy and Communities |
| **Level** | EA Split Level 6/7 |
| **Reports to** | Coordinator Community Planning and Development |
| **Responsible for** | * CD Youth Trainee (as required) * CD Volunteers * CD Work Placement Students * CD Contractors on a project basis |
| **Primary Location** | Margaret River Civic Administration Centre  (travel to other locations is required on a regular basis) |

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| **Position Overview** |

Development and implementation of Council’s community development plans with particular reference to First Nations engagement, access, inclusion and diversity, age friendly, capacity building, youth, community grants and other focus areas as required, in accordance with the Community Strategic Plan, customer service charter and budget provisions, using a high level of initiative and flexibility.

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| **Position Responsibilities** | | |

*These portfolio areas below are spread across multiple Community Development Officers, with specific areas of focus subject to rotation. Due to the nature of the work, there is also the need to balance agility and responsiveness with our ongoing long-term programs of work. Responsibilities of the CDO include but are not limited to:*

General (across all portfolio areas)

* Work in partnership with community and other stakeholders to develop and implement programs, initiatives and events aimed at improving the wellbeing and resilience of the community.
* Seek external grant funding to support CD programs and events, effectively managing grant delivery and acquittals.
* Develop & maintain strong partnerships and relationships with key community groups, agencies and other stakeholders to maximise community benefits.
* Undertake program risk assessments and implement controls.
* Use problem solving and conflict resolution techniques to resolve unexpected project challenges between stakeholders.
* Provide a high level of customer service, with the community at the centre of everything we do.

Capacity Building and Community Engagement

* Plan, implement, review and report on operational plans and objectives associated with the Strengthening Community Capacity Plan.
* Develop and maintain current insights into the community’s social needs/trends to inform planning and delivery of programs that meet identified community needs.
* Implement and administer the Shire’s Community Grants Program, including Community Development and Events Grants, Easy Grants, Community Support Services Grants, Community Partnerships and Community Halls and Museums funding.
* Build the capacity of community groups through internal and external funding opportunities, facilitating workshops, supporting volunteerism and providing advice and support.

Aboriginal Engagement

* Plan, implement, review and report on operational plans and objectives associated with the Jenna Yen Mundamung | Walking Together Strategy.
* Build effective relationships with Wadandi Piblemen Cultural Custodians, local Aboriginal organisations and peak bodies.
* Partner to deliver Reconciliation programs and events.

Access, Inclusion and Diversity

* Plan, implement, review and report on operational plans and objectives associated with the Access and Inclusion Plan in line with legislative requirements.
* Undertake access and inclusion external liaison as a key service of the Shire.
* Facilitate the Inclusive Communities Advisory Network.
* Advocate and provide professional advice to Shire staff on access, inclusion and diversity.
* Research and problem solve complex access issues.
* Partner to deliver inclusive events and programs that respect and celebrate diversity.

Youth

* Plan, implement, review and report on operational plans and objectives associated with the Empowering Youth Plan.
* Mentor and provide on-the-job training to the annual Community Development Trainee (CDT).
* Support the CDT in the delivery of inclusive youth events and programs, including leading the Margs Youth Collective, and administration of MYC social media accounts to support current youth issues and inclusion of vulnerable groups.
* Work in partnership with the Shire’s Youth Development Services contracted organisation.
* Facilitate the Youth Stakeholder Group.
* Support the CDT in management of the Zone Room and other youth facilities.

Age Friendly

* Plan, implement, review and report on operational plans and objectives associated with the Age Friendly Community Plan.
* Undertake age friendly community liaison as a key service of the Shire.
* Provide professional advice to Shire staff on age friendly communities.
* Collaborate with stakeholders and seniors on the delivery of seniors’ events and programs.

Community Emergency Preparedness, Response and Recovery

* Respond to emergency events as required.
* Assist with preparedness, response and recovery activities in line with the Emergency Management Recovery Plan.

Staff / Supervision

* Mentor and provide on the job training for the CDT position as well as workplace students, volunteers and contractors, including at events and programs.
* Act as first point of contact for CDT workplace related matters.
* Support via mentorship the CDT in coordinating the Margs Youth Collective (MYC) and ensure sustainability of MYC through achieving outcomes.
* Provide appropriate supervision (for up to 20 volunteers) for programs and events including occasional overnight stays.
* Coordinate work tasks for the Community Development Clerical Officer position.
* Assist Coordinator in undertaking annual staff Performance Evaluation Assessments of the Community Development Trainee and undertake student and volunteer performance assessment as needed.

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| **Position Requirements** |

**Essential**

* Relevant tertiary qualifications in community/ cultural development/ social planning (or similar).
* Demonstrated experience in planning, implementing, reviewing and reporting on community development policies, plans and procedures with reference to one or more of the following: First Nations engagement/reconciliation; access, inclusion and diversity; age friendly, youth; community capacity building, community engagement and/or emergency preparedness/recovery, whilst managing related operational and/or legislative responsibilities.
* Demonstrated experience in planning and implementing community development programs and/or events simultaneously, resulting in positive community outcomes.
* Demonstrated experience in acquiring grant funding for community projects, managing grant delivery, budgets and acquittals and/or administering grants programs.
* Strong ability to work collaboratively and build positive working relationships with a wide range of stakeholders.
* Highly developed verbal and written communication skills, including research and analytical capabilities, complex report writing, facilitation and strong public relations skills.
* Demonstrated administration, financial, and time management skills and ability to negotiate complex and competing priorities.

**Desirable**

* Knowledge of the current social needs/trends within AMR shire.
* Demonstrated experience in mentoring or supervising staff, volunteers or trainees and sensitively addressing performance issues.
* Demonstrated experience in preparation of service area budgets and operate within budgetary constraints using a high level of judgement and autonomy.
* Demonstrated experience in identifying and evaluating key performance measures used to monitor operational plan progress.

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| **Key Relationships** | |
| **Internal** | **External** |
| Senior Leadership Team  Shire employees  Volunteers  \*Councillors and ELT as required | Community Members and Groups  Consultants and other professionals  Federal and State Department officers  Associations of Local Government  Other LGAs |

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| **Our Values - The Way We Do Things** |

**Respect** We acknowledge our culture, environment and community, whilst ensuring our behaviour has a positive impact.

**Integrity** We have the courage to do the right thing and be transparent in our decision making.

**Community** We focus on supporting positive collaborative relationships that connect our communities to deliver great outcomes for the wider community.

**Excellence** We are committed to providing a high level of service to our customers and are open to opportunities and change.

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| **Acknowledgement** | | |
| Katie Taylor  A/Manager Community Development and Resilience | Signature | May 2025 |
| Name  Community Development Officer | Signature | Date |