



Our Values

Respect Honesty Commitment Courage

Values only become meaningful when they are translated into behaviours that people engage in and others can observe. They are the cornerstone of 'walking the talk'.

Position Title:	Community Development Trainee
Directorate:	Human and Community Services
Reports to:	Community Development Officer
Date effective:	August 2022
Agreement Level:	Level 1
Position no:	CPD05

1. Purpose

1.1 Primary functions

Provides a training and community development experience to a High School Graduate for a period of one year as a precursor to tertiary studies. As part of the Community Planning and Development service, provide support for the implementation of plans within Council's Community Planning and Development Team with particular reference to youth, disability, access and inclusion, age friendly, arts and culture, and other focus areas as required, in accordance with Council's strategic plan, customer service charter and budget provisions.

1.2 Community strategic goals



**Goal 1:
Valuing the
natural
environment**

**Goal 2:
Welcoming
and inclusive
communities**

**Goal 3:
Managing
growth
sustainably**

**Goal 4:
Vibrant and
diverse
economy**

**Goal 5:
Effective
leadership
and
governance**

1.3 Key functions and duties

With ongoing support and supervision from the Community Development Officer, the Community Development Trainee will:

Key functions	Specific duties	% Time
Youth Plan	<ul style="list-style-type: none"> Review and implement the Empowering Youth Plan in line with Council's strategic objectives Participate in the development and implementation of specific youth projects and events Develop promotional materials to promote the Plan, Policy and associated initiatives through the use of design software Administer and chair the Margaret River Youth Advisory Council (YAC) Administer the youth volunteering processes and promote the benefits Research and write funding applications and acquittals for identified projects Administer the Margaret River Local Drug and Alcohol Action Group (LDAG) 	50
Zone Room	<ul style="list-style-type: none"> Coordinate all use of the Zone Room including the booking system for regular and general hire Invoice hirers on a quarterly basis in accordance to Shire's procurement process 	15
Age Friendly, Art and Culture, Community Capacity building, Access and Inclusion	<ul style="list-style-type: none"> Assist in the implementation of community development initiatives to achieve objectives in the Age Friendly Community Plan, Creative Culture Plan, Access and Inclusion Plan and Strengthening Community Capacity Plan in line with Council's strategic objectives 	5

	<ul style="list-style-type: none"> • Accompany the Community Planning and Development Team to local and regional forums and community networks that identify and address community capacity building and social infrastructure needs 	
Community Engagement and Capacity Building	<ul style="list-style-type: none"> • Participate in community and stakeholder engagement and consultation requirements to meet objectives outlined in the Youth Plan • Represent and advocate for youth at other Shire engagement consultations as required • Develop and maintain positive working relationships with internal and external stakeholders • Manage the Margaret River Youth Advisory Council (YAC) social media and public communities • Provide administrative support to the Shire's online engagement software Your Say for engaging with youth • Assist with providing information and support to the community 	15
Administration	<ul style="list-style-type: none"> • Prepare agendas, take minutes and set-up meeting rooms at Shire run meetings and events as required • Complete financial management functions in accordance with the Shire's procurement process • Undergo training and mentoring to build awareness of community development practices and knowledge as required • Complete a Certificate III in an area that is relevant to Community Development • Participate in the Young Achievers Program when available • Speak publicly at various forums • Complete quarterly and annual reporting in accordance with the Shire's corporate planning process • Update the Community Development Trainee Induction Manual • Participate in monthly Margaret River Senior High School board meetings as the Youth Representative 	15
Emergency Recovery	<ul style="list-style-type: none"> • Respond to emergency events as required • Assist with recovery activities in line with the Emergency Management Recovery Plan 	As required

- Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures & principles
- Work in accordance with the Shire's defined Occupational Safety and Health legislation, procedures and principles
- Adhere to the Shire's Code of Conduct, policies and management practices as amended from time to time
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions, and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

2. Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation. Delegated authority in accordance with the following: sign purchase orders or other documents as per the "Authorisation to Sign Documents Register"

3. Relationships

3.1 Responsible to

Community Development Officer

3.2 Responsible for

Nil

3.3 Internal Stakeholders

Directors

Managers

Staff

Elected Council Members

3.4 External Stakeholders

Youth

General public

School and community organisations

Local businesses

Consultants and other professionals

Federal and state government agencies as required

Other non-government organisations as required

Funding agencies

4. Position Selection Criteria

4.1 Position essentials
Progression towards successful completion of Year 12 and intent to enter tertiary/TAFE studies after completion of traineeship.
Demonstrated interest in community development and social issues with particular reference to youth.
General knowledge of local area and issues within the Shire of Augusta Margaret River.
Demonstrated written and verbal communication skills.
Sound computer skills including use of Microsoft Office applications (Outlook, Word, Excel).
Available to work flexible hours including weekends.
Reside within the Shire of Augusta Margaret River.
Experience using design software to develop marketing material.
Licence – valid “C” or “CA” class drivers licence or significant progression towards.
Ability to obtain a current Working with Children Check.
4.2 Position desirables
Knowledge of Council’s functions.
Ability to research and develop grant submissions and/or fundraising.
Participation and/or volunteering in community groups for example the Youth Advisory Council.

5. Parties

Present Occupant Name:	Signature:	Date:
Reporting Officer Name:	Signature:	Date: