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# **Position Description**

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| **Position Title** | Community Development Trainee |
| **Directorate** | Sustainable Economy and Communities  |
| **Level** |  Level 1 |
| **Reports to** |  Coordinator CDR |
| **Directly responsible for**  |  N/A |
| **Primary Location** |  Admin Building Margaret River  |
| **Delegation** |  N/A |
| **Position No. & version** |  CPD05 |

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| **Position Overview** |

Provides a paid, hands-on community development experience to a high school graduate over a one-year period, offering a valuable gap year opportunity to explore interests, gain practical skills and contribute meaningfully to the local community.

As part of the Community Development and Resilience team, the trainee will support the implementation of Council’s strategic plans and initiatives, with a focus on youth engagement, access and inclusion, age friendly communities, community capacity building and other priority areas as required. This role operates in alignment with the Council’s Strategic Community Plan, customer service charter and budget provisions, and offers a supportive environment to learn, grow and make a difference.

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| **Position Responsibilities** |

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| Key functions | Specific duties | % Time |
| **Youth Plan** | * Review and implement the Empowering Youth Plan
* Participate in the development and implementation of specific community projects, events and strategies such as SAMMFEST, Youth Week Festivals and Councillor for a Day
* Support the Shire’s Rec Connect Friday night youth program as needed
* Develop promotional materials to promote programs and events using design software
* Administer and facilitate the Margs Youth Collective (MYC) weekly at the Zone Room
* Administer quarterly Youth Stakeholder Group meetings
* Research and write funding applications and acquittals for identified projects
 | **50%** |
| **Zone room and Youth Hall**  | * Coordinate all use of the Zone Room and Youth Hall including the booking system for regular and general hire
* Invoice hirers in accordance with the Shire’s procurement processes.
 | **15%** |
| **Age Friendly, Access and Inclusion, Aboriginal Partnerships** | * Assist the Community Development team in the implementation of initiatives to achieve objectives in the Age Friendly Community Plan, Access and Inclusion Plan, Strengthening Community Capacity Plan and Jenna Yen Mundamung – Walking Together Strategy.
* Accompany the Community Development and Resilience Team to local and regional forums and community networks that identify and address community capacity building and social infrastructure needs
 | **5%** |
| **Community Engagement and Capacity Building** | * 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 Margs Youth Collective (MYC) social media
* Assist with providing information and support to the community
 | **15%** |
| **Administration** | * 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 or business administration
* Speak publicly at various forums
* Update the Community Development Trainee Induction Manual
* Participate in monthly Margaret River Senior High School board meetings as the Youth Representative
* Participate in Mindful Margaret River board meetings as a guest Youth Representative
 | **15%** |
| **Emergency Recovery** | * Respond to emergency events as required
* Assist with recovery activities in line with the Emergency Management Recovery Plan
 | **As required** |

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| **Position Requirements** |

**Essential**

* 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.
* Licence – valid “C” or “CA” class drivers licence or significant progression towards.
* Ability to obtain a current Working with Children Check.

**Desirable**

* 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/Margs Youth Collective
* Experience using design software to develop marketing material.

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| **Key Relationships** |
| **Internal**  | **External** |
| All Shire StaffCustomer Experience  | Community MembersContractorsGeneral Public |

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| **The Way We Do Things** |

 Respect Integrity Community Excellence

   

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| **Acknowledgement** |
| Reporting Officer Name | Signature | Date |
| Name | Signature | Date |