



Position Description

Community Development Coordinator

Council Strategic Vision

Balancing our progress with our heritage, we lead in coastal management to deliver high-quality public spaces and services to build a welcoming, safe and active community where resident, visitor and business prosperity meet.

Our Culture

A place that proudly delivers great things.

Where we deliver on promises; value people; recognize achievements; inspire progress, respect history, build the future; grow and learn; and enjoy what we do.

Our Values

ARISE: Achievement, Respect, Innovation, Simplicity, Engagement



TITLE:	Community Development Coordinator
LEVEL:	5
POSITION OBJECTIVE:	
The Community Development Coordinator is responsible for initiating and managing the development of community development projects that contribute to community capacity building, foster leadership and enhance the social capital of the City of Holdfast Bay.	

1. REPORTING RELATIONSHIPS

- This position reports to the Manager Active Communities.
- There are no staff reporting to this position

2. KEY PERFORMANCE INDICATORS

- Successfully complete the Holdfast Bay Community Centre Masterplan within project budget (\$30,000) and timeframes (June 30 2019). This includes effective stakeholder and consultant management.
- Successful facilitation and delivery of community development activities, with a focus on activating community centres.
- Maintain strong links with the Community Centre Coordination Committee and management committees within the City of Holdfast Bay, and provide assistance with compliance and administrative overheads and maintenance requests.
- Through empowerment of external bodies, support the delivery of programs that engage and encourage social interaction amongst all age groups within our community.
- Complete annual PDR with measurable goals and an effective development plan aligned to role requirements.

3. POSITION DETAILS

PEOPLE & CULTURE

- In line with the MOU provide direction to each Community Centre in accordance with the Community Centre Coordination Committee, enabling for the future planning (eg Holdfast Bay Community Centre masterplan), development and management of community centres.
- Collaborate with Community Wellbeing team on relevant program and service delivery including PERMA workshops, and improving coordination of community programs and events.
- Work with internal and external stakeholders including community members to deliver community development projects for a wide range of community groups including existing community garden and new proposals.
- Promote effective working relationships between Council, residents, community groups, and key stakeholders.
- Work with Council's marketing team to plan, implement and participate in marketing strategies and activities which promote the community centres programs and facilities.
- Liaise with relevant Council staff in relation to maintaining the centres and grounds as required.
- Establish and maintain partnerships with relevant government and non-government agencies and Council staff relevant to the role, and attend identified network and committee meetings requiring expertise in relation to community centres and other incorporated bodies.

- Active participation in identified community networks in the region.
- Work collaboratively with Council services to develop strong working relationships and integrated service delivery.
- To support, guide and advocate for the needs of the community to Council, service providers, state and commonwealth governments using a variety of means including networks and strategy development.
- Pro-actively develop and maintain respectful and positive relationships both internally and with customers and volunteers.
- Actively participate and maintain a customer focused culture.

SYSTEMS & PROCESSES

- Plan, develop, implement and evaluate services, programs, projects and activities that are based on current and emerging needs in accordance with Council's Strategic Plan.
- Coordinate general community activation events with assistance from the Active Communities Team.
- Facilitate bookings for Glenelg Community Centre to activate the venue outside of core hours of Glenelg Community Club.
- Manage Council's Community Chest and Donations grant programs.
- Develop centre policies and procedures that align with corporate policies and adhere to relevant legislative requirements.
- Actively seek and suggest ways to improve work practices and outcomes.

QUALITY & COST

- Undertake masterplan process for Holdfast Bay Community Centre including management of tender for appointment of consultant and day to day contact for the project.
- Establish and implement procedures as required to improve operational efficiency, customer service and reduce potential liability to Council.
- Manage the relevant community centres budget lines to ensure the operation of the centres are delivered within budget and provide ongoing budget reporting as required.
- Actively identify and apply for relevant grant funding programs relevant to community development within Council to support program delivery and facility upgrades.
- Identify, secure and coordinate resources necessary to implement community development programs and projects, and make recommendations on potential funding opportunities.
- Monitor and track project budgets to ensure projects are delivered on time and within the allocated budget.
- Manage agreed projects, including monitoring, and evaluating and reporting on their effectiveness.
- Deliver quality outcomes on time and on-budget.
- Undertake research and small projects as required.

DEVELOPMENT

- Pro-actively participate in the Professional Development & Review (PDR) process and provide suggestions on how individual capabilities can be expanded as they relate to the role.
- Actively listen to the needs, concepts and ideas of peers, the community and customers.

4. PERSONAL CRITERIA

Qualifications

- A tertiary qualification in community service and/or community development or another relevant discipline or relevant experience– **essential**
- Certificate IV in Training and Assessment – **desirable**
- Holds an unencumbered Australian drivers licence - **essential**

Experience & Knowledge

- Experience in the management and coordination of programs and services in community development and or community service sector or relevant discipline – **essential**.
- Previous experience in planning, managing, and evaluating community based programs and services – **essential**.
- Experience in working in or with Community Centre’s, preferably in a Local Government setting – **essential**.
- Knowledge and understanding of legislation, policies, guidelines and standards relevant to the area of operation – **essential**.
- Comprehensive knowledge of community development principles and practices.
- Sound knowledge in the governance of community facilities and programs.
- Knowledge of project management principles, with experience in planning, development, implementation and evaluation.
- Demonstrated experience in facilitating and/or leading groups and training courses.
- Experience in applying for external funding.
- Proficient in the use of Microsoft Office and experience in using corporate digital applications – **essential**.
- Experience with the Technology 1 suite of applications – **desirable**.

Personal Capabilities

- Highly self-motivated with the ability to establish credibility and deliver high quality outcomes for our community – **essential**.
- Advanced verbal and written communication skills with the ability to negotiate, influence and motivate individuals – **essential**.
- Ability to prioritise workload and meet set timelines.
- Ability to be resilient, innovative, flexible and readily accommodate change.
- Analytical, problem solving, and decision making skills with an ability to explore new and innovative ways to do business using creative solutions.
- Demonstrated commitment to exploring and expanding individual capabilities.
- Ability to work both independently and in a team environment
- Ability to share information and expertise freely.

5. WORK HEALTH & SAFETY RESPONSIBILITIES

- Comply with any reasonable instruction in relation to WHS.
- Cooperate with any reasonable policy or procedure relating to WHS.
- Take reasonable care in regard to work health and safety.
- Avoid adversely affecting the health and safety of any other person through any act or omission at work.

- Ensure that you are not in such state (due to alcohol or drugs) as to endanger your own safety at work or the safety of any other person.
- Not wilfully interfere with or misuse items or facilities provided in the interest of the health and safety of workers.
- Report all accidents, incidents, injuries, property damage in accordance with agreed procedures.
- Comply with the use and utilisation of appropriate personal protective equipment.
- Participate in activities associated with the management of workplace health and safety policies, procedures, management systems and consultative structures.

6. SPECIAL CONDITIONS

- Some out of hours work may be required including attendance at official meetings after hours.
- A National Police Clearance is required to be undertaken by all employees appointed to prescribed positions, and will be renewed every three (3) years thereafter.

7. OUR VALUES

As a value based organisation we demonstrate our values through our behaviours. These values guide everything we do. As an employee you will play a key role in demonstrating these values:

- **Achievement** – Deliver agreed outcomes for our Community.
- **Respect** – Act with honesty and integrity.
- **Innovation** – Seek better ways.
- **Simplicity** – Easy to do business with.
- **Engagement** – Provide opportunities for all to participate.

These are assessed on an ongoing informal basis, and formally through the Professional Development Review process.

8. ACKNOWLEDGEMENT

Employee Name:	_____	Direct Manager:	_____
Signature:	_____	Signature:	_____
Date:	_____	Date:	_____