

## Kirrip Aboriginal Corporation POSITION DESCRIPTION

<b>Position title</b>	Neighbourhood House, Community Development Officer
<b>Reports to</b>	Executive Officer
<b>Hours</b>	0.6 EFT (negotiable)
<b>Conditions</b>	As per SCHADS Award - (classification depends on experience and Qualifications)

A satisfactory Police Check and Working with Children Check is a mandatory requirement for this position.

*This Aboriginal identified position is a special measure under section 12 of the Victorian Equal Opportunity Act 2010*

Kirrip Aboriginal Corporation works in partnership with community, businesses and government to strive for excellence in meeting the needs of the Melton and surrounding Aboriginal community, through the provision of information, recreational, cultural and welfare programs. Kirrip Aboriginal Corporation provides a safe, caring, inclusive and supportive environment for the Aboriginal community.

### **Role of the Neighbourhood House Community Development Officer**

The Community Development Officer is responsible for Kirrip's program development, program facilitation, community engagement, cultural support, and partnership development. The incumbent reports to the Executive Officer and is responsible for complying with the organisation's direction, policies, and service agreements.

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Strategic Planning**

- Work with the Executive Officer in the on-going development of Kirrip Aboriginal Corporation strategic and annual plans.
- Ensure that reports for funding bodies are prepared & submitted in a timely fashion.
- Develop funding submissions and/or fundraising activities to achieve strategic goals and annual plans.
- Implement and monitor policy and procedures relevant to program development, delivery and administration.
- Ensure the effective promotion of Kirrip Aboriginal Corporation and its programs through a range of publicity methods including development of flyers, newsletters, brochures, social media, web presence, notice boards, and mailing lists.

### **Program development, implementation and evaluation**

- Implement the strategic and annual plans.
- Ensure programs and activities meet the needs of the Aboriginal community through regular consultation.

- Promote an inclusive and welcoming environment for all groups including people with a disability, LGBTIQ, elderly and youth.
- Develop, implement, monitor and evaluate Kirrip Aboriginal Corporation programs and activities.

### **Administration/Day to day operations**

- Manage the information and referral service including assessment of the individual's needs and appropriate referral to local agencies.
- Respond to phone messages, emails and mail to Kirrip; pass on relevant information to Executive Officer as needed.
- Work co-operatively with staff, tutors and volunteers as required.
- Maintain official records, statistics, and prepare monthly reports for Executive Officer.
- Ensure OHS policies and procedures are adhered to.

### **Staff & Volunteer Management**

- Assist with the recruitment, induction, training, supervision and ongoing support of staff, volunteers and students on placement.
- Link staff and volunteers in with training and professional development opportunities.

### **Partnerships and Networks (where this aligns with organisational purpose)**

- Develop and maintain partnership with local organisations to enhance program development and overall service coordination for the Aboriginal community of Melton and surrounding areas.
- Actively participate in the Network West Partnership.

### **Governance**

- Provide regular reports to Executive Officer for meetings of Kirrip Aboriginal Corporation board as well as recommendations on program and strategic development.
- Provide support to Executive Officer, to ensure that AGM is called and Annual Report is prepared as required by constitution.
- Participate in annual performance reviews undertaken with the Executive Officer.

### **Financial**

- Work with the Executive Officer to oversee the day-to-day expenditure of the organisation.
- Work with the Executive Officer, Treasurer and the book keeper to ensure financial operations of the organisation are up to date and transparent.
- Work with the Executive Officer and Treasurer in developing the annual budget.

## KEY SELECTION CRITERIA

### ESSENTIAL SKILLS AND EXPERIENCE

1. Either:
  - A diploma or degree in Community Development or another relevant tertiary qualification.
  - Or, relevant community development experience.
2. Experience and knowledge of Aboriginal community development principles and practices.
3. Understanding of the cultural diversity of Aboriginal peoples and issues that impact on their health and wellbeing.
4. Able to exercise judgment and discretion about the need to respect confidentiality.
5. Able to collect and collate data towards making recommendations for future planning and development.
6. Able to work independently and to make decisions on a daily basis within the area of professional expertise and in accordance with approved performance and work plan, policies and procedures.
7. Ability to support and motivate volunteers, trainees, students and working group members.
8. Demonstrated skills in planning, implementing, monitoring and evaluating programs responding to community needs and working with disadvantaged communities.
9. Demonstrated skills working with key stakeholders to respond to gaps and issues effecting disadvantaged communities
10. Highly developed written and oral communication and computer skills with proficiency in Word, email and social media.

### DESIRABLE

1. Project management skills working with multiple community development projects and activities.
2. Ability to monitor and participate in the development and administration of budgets.
3. Experience in working in a small organisation
4. Victorian Full Drivers licence

### The successful applicant must have

1. A current satisfactory Working with Children Check (WWCC)
2. Pass a National Police Clearance

## CONDITIONS OF EMPLOYMENT

Terms and Conditions of employment will be based on the SCHADS Award.

Approved by Kirrip Aboriginal Corporation Board

Date: \_\_\_\_\_