

Community Development Officer - Position Description



Position Title:	Community Development Officer
Position Supervisor/s:	Community Development Manager
Location:	Richmond and remote
Work Type:	0.8 to 1.0 FTE (negotiable), 1 year contract with possibility of extension
About Carringbush Adult Education:	
<p>Carringbush Adult Education (Carringbush) is a community adult education provider that delivers innovative and responsive education, employment and post-settlement support to people who experience barriers to access and participation. We apply a community development approach to all programs, designing and implementing projects that focus on empowering vulnerable community members through meaningful knowledge and skills building.</p> <p>Carringbush has 12 full-time equivalent staff members and has been delivering outreach education and pathways programs since 1984. We specialise in supporting people with low levels of English language, literacy and numeracy, who face significant barriers to participating in further education and employment. Our learners and clients are long-term unemployed and often come from backgrounds of disrupted schooling, trauma and intergenerational disadvantage. Carringbush strives to deliver projects that fill gaps in local service provision to support people with complex needs.</p>	
Position purpose:	
<p>The Community Development Officer delivers community engagement, development and support projects aimed at the North Richmond and Collingwood public housing estate's culturally and linguistically diverse (CALD) communities.</p> <p>The Community Development Officer is responsible for outreach activities, delivered independently and in collaboration with other Carringbush staff members, partner organisations and local service providers. The role requires one-on-one engagement and support with CALD community members and group facilitations and training.</p> <p>The role supports and takes direction from the Community Development Manager in developing and implementing strategic projects and delivers tasks that relate to maintaining and advancing Carringbush's mission, reputation and reach.</p>	
Duties / Responsibilities:	
<ul style="list-style-type: none">• Community engagement and individual support Engage and consult target community members to develop innovative and responsive initiatives to address access and participation issues. Build rapport, listen and provide appropriate support to individuals experiencing barriers to participating in community activities, education and employment.• Projects	

Participate in the development, implementation, monitoring and evaluation of community development projects that have a focus on individual capacity building, education, employment pathways and increasing access to services and programs.

- **Staff and volunteer management**

Participate in the recruitment, management, resourcing and support of staff and volunteers who support Carringbush's community development/individualised support programs.

- **Partnerships**

Develop and maintain strong networks and partnerships with relevant social sector service providers, organisations, government bodies, training providers and industry contacts to facilitate positive education and employment outcomes for Carringbush program participants.

- **Grants**

Support the acquisition and acquittal of grants including grant writing, data collection for monitoring, evaluation and reporting of program outcomes.

- **Promotion**

Support the organisation's brand management through input into marketing strategies, promotion and stakeholder engagement, including management of social media profiles, newsletters and attendance at local services network meetings and forums.

- **Administration**

Prepare and maintain accurate and comprehensive records and reports including program attendance, documentation of community and individual needs analyses, program and participant outcomes. Support colleagues and Carringbush management with various administrative tasks such as liaison with local council, space acquisition and permit applications.

Entry Requirements:

The minimum requirements in order to be eligible for this position are:

- Aged 18 years or older
- A permanent resident of Australia or a minimum of 6 months living in Australia
- No criminal record in relevant areas as per Carringbush Adult Education Police Record Check procedures.

To meet these entry requirements, it is compulsory to verify identity documents and hold a current Police Record Check.

English Language Requirements

English language and literacy proficiency at a level suitable for supporting volunteers and community members and writing professional and high quality reports.

Qualifications:

Mandatory: Qualifications or equivalent experience relating to community development, community services, or program management in the community adult education sector.

Selection Criteria:

- Demonstrated experience working with people from culturally and linguistically diverse backgrounds who may have experiences of trauma and/or marginalisation
- Demonstrated experience working with people with low levels of English language, literacy, numeracy and digital skills
- Demonstrated experience conducting a needs analysis and providing support, mentoring and facilitating referrals for people experiencing complex barriers to participation
- Ability to build supportive professional relationships and strong rapport with individuals and community groups
- Excellent time management and organisational skills including accurate, comprehensive and up to date record keeping
- Excellent communication skills and ability to work collaboratively with staff and volunteers; ability to adapt and be flexible, working in community settings.
- Demonstrated effective negotiation and analytical problem-solving skills to navigate complex political and social environments
- High level project management skills with demonstrated experience in leading and delivering projects on time and within budget
- Strong written communication skills for a variety of audiences, including program participants with low language and literacy, general community and funders (i.e. government and philanthropic bodies)

How to apply:

Contact Rei Chin (Community Development Manager) for queries about the opportunity:

E: rei.chin@carringbush.org.au

M: 0451 992 312

Email application to Carringbush Adult Education CEO, Margaret Corrigan: Margaret.corrigan@carringbush.org.au

Attach:

- a resume/CV
- a cover letter with brief responses to the selection criteria (no longer than 2 pages)

Application close 11:59pm, 15 December 2021.

Developed by:	Rei Chin	Date:	1/12/2021
CEO Approved:	Margaret Corrigan	Date:	1/12/2021