



## Position Title – Community Development Worker

Division:	Family & Community Services
Award and Classification:	SCHCADS Level 4

### Position Objective:

The Community Development Worker will help to develop and deliver Community Development projects and activities both within the commUnity+ Neighbourhood House program, as well as across other commUnity+ programs.

Implementing a Community Development approach, the Community Development Worker shares responsibility for Neighbourhood House administration, community engagement, and program development and delivery of CU+ community development activities

Reporting to the Community Development and Neighbourhood House Manager, the Community Development Worker promotes the growth and development of our Neighbourhood House and other community development programs in line with organisational strategic planning, community assets and arising challenges. The Community Development Worker works with and for community to seek and provide opportunities that are responsive to community needs, interests and promote the values of commUnity+

### Part A: Organisation

#### Organisation, Vision, Purpose and Values

##### Our Organisation:

commUnity+ is a multidisciplinary organisation located in Melbourne's western suburbs, delivering a range of prevention and early intervention programs focused on informing and engaging with our community. This is achieved via Adult Education, Legal Services (Brimbank Melton Community Legal Centre), our Neighbourhood House, and Children's Contact Services, as well as a range of community and individual development activities.

Established in 1982, commUnity+ has grown from a residents' action group in Deer Park, to a large community-based organisation that delivers programs from multiple locations in the West, North West and Inner Melbourne. Our Corporate Office is located in Deer Park.

commUnity+ is a company limited by guarantee and is a registered charity endorsed as a Deductible Gift Recipient with the Australian Charities and Not-for-profits Commission.

commUnity+ receives funding from local, state and Commonwealth government departments.

commUnity+ partners with private, community and government agencies to enhance our service delivery, including through allied services, and to increase access for our communities.

Our services are pivotal to building social capital and the agency of people living in Melbourne's western suburbs.

##### Our Vision:

Everyone in the West has a safe place where they feel they belong and live the life they choose.

<b>Our Purpose:</b> To support, strengthen and enable individuals and diverse communities in the West to flourish.	
<b>Our Values:</b>	
Responsive:	We will listen to our diverse communities, measure impacts and make informed decisions about the services we provide.
Empowering:	We will respect the strength of our communities and collaborate to deliver holistic services.
Accountable:	We will be responsible and self-reflective. We will acknowledge and celebrate achievements.
Collaborative:	We work well together and as one team for our community.
<b>Our Services:</b>	
<ul style="list-style-type: none"><li>• Adult Education (RTO) accredited and non-accredited training across a range of Programs</li><li>• Legal Services (including Brimbank Melton Community Legal Centre)</li><li>• Family Services (including Children's Contact Service and other family support)</li><li>• Neighbourhood House</li><li>• Other community engagement and development projects and activities</li></ul>	

## Part B: Operational Context

<b>Community Development Programs at commUnity+</b>
<p>The primary community development program at commUnity+, which will be the primary focus of the Community Development Worker, is the commUnity+ Neighbourhood House. The commUnity+ Neighbourhood House is located Deer Park and services several communities across metropolitan Melbourne.</p> <p>As part of the broader commUnity+ organisation, the Neighbourhood House applies a community development framework to engage, empower and advocate all members of the community.</p> <p>The commUnity+ Neighbourhood House Program aspires to be a space of collaboration, diversity, and inclusion. A place which promotes opportunities for lifelong learning, social support and information, a space for community creativity, socialisation, and recreation. The intention of the Neighbourhood House program is to unite all Comm Unity Plus organisational services to enhance community wellbeing and connection.</p> <p>Outside of the Neighbourhood House, commUnity+ runs a number of community development initiatives and programs, including through Brimbank Melton Community Legal Centre and our Community Education programs. The Community Development Worker will be also be involved in community development programs across commUnity+, including in collaboration with partner organisations.</p> <p>For more information please visit the commUnity+ website: <a href="http://www.comm-unityplus.org.au">www.comm-unityplus.org.au</a>.</p>

## Part C: Position Specifications

Relationships	
Division:	Family & Community Services
Program/Team:	Neighbourhood House
Location:	Ballarat Road, Deer Park
Reports to:	Manager Community Development and Neighbourhood House (MCD&NH)
Indirectly Reports to	General Manager – Family and Community Services
Internal:	Community Service Officers; Adult Education, Shared Services, Volunteers, Students, Legal, Community and Family Services Team
External:	Community groups/organisations/ service providers and community members.

Dimensions		
Staff / Volunteers Managed or Supervised	Direct	Community Development volunteers
	Indirect	Nil

Key Accountabilities
<p><b>A.</b> Supporting Neighbourhood House and community development program administration, planning and coordination</p> <p><b>B.</b> Community Engagement and Support</p> <p><b>C.</b> Program facilitation, delivery and evaluation</p>

Key Tasks
<p><b>A. Supporting Neighbourhood House and community development program administration, planning and coordination</b></p> <ol style="list-style-type: none"> <li>Neighbourhood House administration, including, managing enquires and program enrolments as well as program record keeping, data collection, collation and entry, under the supervision of the MCD&amp;NH</li> <li>Support the MCD&amp;NH with the planning and development of Neighbourhood house and community development programs</li> <li>Under the direction of the MCD&amp;NH, lead the coordination and delivery of specific commUnity+ Neighbourhood House or community development programs or initiatives</li> <li>Identify local community needs and emerging trends, and assist in the development of initiatives to respond to them alongside local community members</li> </ol> <p><b>B. Community Engagement and Support</b></p> <ol style="list-style-type: none"> <li>Be a welcoming face to community to assist groups and individuals accessing commUnity+ Neighbourhood House community development programs.</li> </ol>



2. Assist in the identification of local opportunities, connections and partners to support the ongoing development of the Neighbourhood House and other community development programs at commUnity+.
3. Assist the MCD&NH in promoting and engaging participants in community development programs, workshops and events in relevant and culturally appropriate ways.
4. Assist with the provision to community members accessing commUnity+ programs and services by helping to identify needs and potential supports available, and through refers to appropriate services, both within and outside of commUnity+

**C. Program facilitation, delivery and evaluation**

1. Coordinate the delivery of commUnity+ Neighbourhood House and community development programs
2. Directly deliver/facilitate specific commUnity+ Neighbourhood House and community development programs under the direction of the MCD&NH
3. Support data collection and evaluation activities undertaken within these programs in order to demonstrate the impact and outcomes of these programs

**D. Other**

Carry out any lawful, safe and reasonable instruction that is consistent with the contract of employment and the person specification requirements for this Position.

commUnity+ is committed to the safety and well-being of children and, as such, is committed to creating and maintaining a child safe organisation. Carry out any responsibilities in keeping with the child safety principles and Child Safe Standards, as specified under the Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015.

**Part D: Person Specification**

Key Selection Criteria	
Essential:	<ul style="list-style-type: none"> <li>• Excellent communication skills, both written and verbal, for a variety of audiences and purposes.</li> <li>• Proven ability to work with diverse communities.</li> <li>• Demonstrated knowledge of community development principles and experience in implementing community development practices.</li> <li>• Strong administration skills, data entry and database management, and competency using technology (including proficient use of Microsoft Office)</li> <li>• Demonstrated ability to take initiative, set priorities, monitor workflow, follow direction, maintain deadlines whilst working autonomously.</li> <li>• Demonstrated experience in creating a safe, inclusive and welcoming environment for all of community.</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>• Previous experience in a Neighbourhood House setting</li> <li>• Knowledge and understanding of the Brimbank LGA and surrounding communities. Existing networks/connections and demonstrated relationship building skills within this community.</li> </ul>

Qualifications	
Essential:	<ul style="list-style-type: none"> <li>• Tertiary qualification in Community Development or another relevant field</li> </ul>
Desirable:	<ul style="list-style-type: none"> <li>• Proficiency in languages additional to English is an advantage</li> </ul>

**Other Requirements**



Essential	<ul style="list-style-type: none"> <li>• Current Working With Children Check, and ongoing validity.</li> <li>• Current Criminal Records Check, and ongoing validity.</li> <li>• This role may require some work outside of ordinary hours for after-school program delivery and may involve occasional weekend work for involvement in community festivals and programs.</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Current valid Victorian Drivers Licence.</li> </ul>

**Part E: Declaration**

Declaration	
<p>My position description has been explained in detail and I understand that this position description is an indication of the duties and responsibilities that I may be required to undertake. From time to time, there maybe other reasonable duties within my skills and experience that I may be requested to undertake. I hereby accept the accountabilities and authority as outlined.</p>	
Employee	Name ..... Signature ..... Date:    /    /
Manager	Name ..... Signature ..... Date:    /    /