

Role Profile



Position	
Position Title	Community Development Officer
Business Unit/Program	Community Engagement and Capacity Development
Relationships	
Reports to:	Program Manager – Community Development
Direct reports:	N/A
Purpose of the Position	
<p>This position is part of the Community Engagement and Capacity Development (CECD) team responsible for supporting the coordination, implementation, monitoring and evaluation of key community engagement and inclusion initiatives across the organisation.</p> <p>The Community Development Officer will report directly to the region specific Community Development Program Manager and will predominantly be responsible for supporting the implementation of the National Disability Insurance Scheme and other community engagement and capacity building initiatives. The Community Development Officer will strive to build on a service and community culture that is reflective of the rights of people with a disability to be included and exercise choice and control over their life by communicating information about the NDIS, building and maintaining key stakeholder networks, working collaboratively with community based organisations and delivering community education programs and sessions as required.</p>	
Key Responsibilities <i>(the following description of responsibilities is not exhaustive and may include others as directed from time to time)</i>	
Service Delivery	<ul style="list-style-type: none"> • Build and maintain strong working relationships with key stakeholders, to engage and participate in effective partnerships for the benefit of community, people we work with, programs and organisation • Support and planning, coordination and implementation of key engagement and capacity building activities and events • Support the implementation and maintenance of relevant data system to ensure CECD data is collected, maintained and analysed • Assist individuals, families, carers and community with information to further understand Intereach and the programs and supports we can provide • Contribute to the currency of community asset maps for key communities • Provide reports to CECD Leadership team as required. • Promote and adhere to the Intereach CECD Framework
Governance, Compliance and Quality Control	<ul style="list-style-type: none"> • Ensure familiarity, understanding and abide by Intereach policies and work practices as outlined in the Employee Handbook

	<ul style="list-style-type: none"> • Contribute towards policy development • Keep up-to-date with changes in government legislation, in relevant areas of responsibility • Identify and implement improvements to operational processes and work practices to enhance program functions • Maintain confidentiality 		
People and Culture	<ul style="list-style-type: none"> • Support the recruitment and selection of employees and/or volunteers as required • Support and build capacity in staff and/or volunteers to perform their role well • Work with staff to gather information about CECD activities across programs 		
Work, Health and Safety	<ul style="list-style-type: none"> • Understand and comply with WH&S policies and procedures and legislative requirements • Communicate with WH&S representatives and supervisors, particularly regarding hazards in the workplace • Participate in programs to improve risk management, including health and safety within the workplace 		
Organisational	<ul style="list-style-type: none"> • Develop and maintain effective relationships with key stakeholders • Champion the values and principles of Intereach within all aspects of our work • Become familiar with all programs across the business • Liaise with other Intereach teams/services in order to achieve maximum benefit from resources within the organisation 		
Core Competencies			
Core Competencies (As defined in the Intereach Code of Conduct Framework)	Intereach Value	Competency	Level Required
	Leadership	Communicating with impact	2
		Focus on results	2
	Partnership	Managing relationships	2
		Working as a team	2
	Social Justice	Acts courageously	2
Respects and values differences		2	
Selection Criteria			
Essential	<ul style="list-style-type: none"> • Relevant experience within the sector • Demonstrated ability to work independently and effectively within a team • Proven consultation and group presentation and facilitation skills • Highly developed interpersonal skills and demonstrated ability to develop and maintain effective working relationships with key stakeholders • Well-developed verbal and written communication skills 		

	<ul style="list-style-type: none"> • Sound computer skills including proficiency with Microsoft Office software suite and client management systems
Desirable	<ul style="list-style-type: none"> • Relevant tertiary qualifications and/or extensive experience in community development field • Demonstrated knowledge and understanding of the NDIS
Mandatory Requirements	
Essential	<ul style="list-style-type: none"> • Current drivers licence • Current Criminal Record Check or willingness to undergo check
Acknowledgement of receipt and understanding of the Role Profile	
Name	
Signature	
Date	