

Position Description

Coordinator Community Development

October 2024

DETAILS

Team and Department	Community Development
Division	Community and Culture
Supervisor	Manager Community Development
Direct Reports	5-12
Grade	18
Delegation of Authority	NA
Budget Expenditure	Accountable for expenditure between \$500,000 and \$1 million
Procurement Expenditure Levels	\$0
FTE	Full time – 35 hours/week

PURPOSE

The Coordinator Community Development leads a team responsible help communities build capacity and social capital so they have access to the information, services and social networks to withstand vulnerability and better thrive. Informed by Council's informing strategies and social plans, the team provides information, referral and sector capacity building that meets the identified need and aspirations of community. The Coordinator develops strong stakeholder relationships to identify partnership opportunities and collaborative practice that facilitate activities to promotes community participation.

KEY ACCOUNTABILITIES

1. Lead the team to design and implement community development collaborations and programs intended to increase levels of community wellbeing and inclusion
2. Provide specialist evidence-based advice on key social issues that affect Randwick City
3. Lead the team to inform and implement social strategies and plans that respond to current and future community need across mainstream and targeted community cohorts
4. Inform and support the implementation of other key strategies and plans developed by Council to ensure engagement and participation by a broad profile of the community
5. Implement effective stakeholder and community engagement processes, networks, and partnerships that advance community development initiatives in Randwick City
6. Plan the workload of the team, informed by the CSP, Operational Plan, informing strategies, social plans, funding agreements and the community

7. Prepare reports, submissions, acquittals and funding applications, as required
8. Manage external relationships and represent Randwick City Council in community, service provider and government networks, meetings and committees
9. Liaise with Councillors, as required
10. Periodically review contracts and agreements with external funding or service providers and make recommendations for continuous quality improvement measures
11. Demonstrate a commitment to Council's values
12. Other responsibilities and tasks as determined by the Director Community and Culture and/or Manager Community Development

KNOWLEDGE, SKILLS AND ABILITIES

ESSENTIAL

1. Relevant tertiary qualifications in Social Work, Social Sciences, Community Development or Health Promotion
2. Relevant experience in community development and capacity building
3. Experience leading a team, with the demonstrated ability to oversee workplans and all aspects of project management
4. Strong communication skills with the demonstrated ability to effectively engage with a diverse range of stakeholder groups
5. Experience in the preparation of high-level reports and presentations across a range of community topics
6. Demonstrated experience in community consultation and engagement
7. Demonstrated knowledge of public policy issues and stakeholders, including the role of different levels of government and the NFP service sector
8. Strong relationship management skills
9. Demonstrated ability to manage multiple projects and deadlines simultaneously
10. Knowledge of Integrating Planning and Reporting framework by Local Governments
11. Demonstrated financial management skills and experience in managing an operational budget

DESIRABLE

1. Knowledge of the Randwick City population
2. Established local professional networks
3. Experience in Local Government organisations
4. Knowledge of the non-profit sector

CORPORATE REQUIREMENTS

Position falls under the definition of child related employment	NO
WHS General Construction Induction (White) card	NO
Good driving record or possession of a driving licence required	YES
Specify licence type:	C CLASS
Position required to make a disclosure of pecuniary interest	NO
Criminal History Check	YES

Working With Children Check

YES

Record keeping responsibilities

YES

Delegations

Decisions associated with this position are to be made in accordance with the Delegations of Authority.

Code of Conduct

All staff are required to adhere to the Code of Conduct.

Workplace Health and Safety

All staff are required to adhere to Councils Workplace Health and Safety Policy.

Equal Employment Opportunity

All staff are required to participate in and demonstrate behaviour that supports the EEO Policy and EEO Management plan.

Recordkeeping Responsibilities

Ensure accurate records are maintained in Council's corporate information system for all customer queries, customer complaints and documenting evidence of business transactions.