

POSITION SUMMARY

COMMUNITY DEVELOPMENT TEAM LEADER (CC415)

Directorate	Cultural & Community Services
Section	Community Services
Classification	Band 3, Level 2, Grade 8
Position Status	Full Time
Commencing Salary Range	\$73,421 - \$77,138 per annum + Super + leaseback vehicle
Reports to	Manager Community Services
Direct Reports	Three (3) positions – Community Development Officer – Safety, Community Development Officer – Youth & Kelso and, Community Hub Liaison Officer
Work Location	Civic Centre

Position Purpose

- To provide leadership and direction to the Community Development team.
- To directly supervise Community Development staff, facilitate interaction and support across all areas of work.
- To assist with advocacy and drafting of social and community planning documents to ensure positive social and community outcomes across all identified/targeted demographics within the community.
- To proactively strengthen relationships between Government and Non-Government agencies to ensure collaboration in delivering outcomes that meet relevant community needs.
- To lead and oversee the operations of the Kelso Community Hub.
- To facilitate and oversee successful development of community events eg: Senior's Festival, Youth Week, Harmony Day, International Women's Day.

Key Responsibilities

- Passion and skills in Community Development.
- Understanding of and experience in social and community planning.
- Experience in overseeing the operations of a community centre.

This document reflects the major elements and responsibilities of this position and is not designed to be prescriptive in nature. A full Position Description will be provided to candidates upon request or upon offer of employment.

- Ability to supervise and motivate a small team of staff in various community development and community event projects.

Selection Criteria

Essential

- Degree in related discipline with at least 3 years' experience working in a community setting or substantive relevant experience.
- Demonstrated experience and ability to research, draft and implement relevant strategic, community and social plans.
- Experience in staff management and leadership skills including the ability to develop teamwork across Councils Community Development team.
- Experience in community consultation and strengths/needs assessment.
- Well-developed interpersonal skills and ability to communicate with a diverse range of organisations and individuals, including committees.
- Effective written communication skills.
- Knowledge of relevant legislation and policies relevant to the Community Development sector.
- Demonstrated experience in management of a community centre or similar to ensure effective community outcomes.
- Provide a paid NSW Working with Children Check (WWCC) number or demonstrate that application has been made.

Desirable

- Experience working in or with a local government authority.
- Experience working with individuals from a range of cultural and socio-economic backgrounds.

Expected Organisational Standards

- Follow defined WHS procedures.
- Provide service to customers.
- Work effectively in the local government context.
- Work with others in local government.
- Communicate in the Workplace.
- Follow defined risk management policies and procedures.
- Follow defined ethical guidelines from Council, including Code of Conduct.
- Follow defined environmental sustainability guidelines.

Employment Conditions

- 35 hour week.
- Hours of work are 8.30am to 4.45pm Monday to Friday with a 45 minute lunch break, and a RDO every three weeks.
- Probationary period of four months.

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- Four weeks annual leave.
- Long Service Leave after five years.
- Superannuation of 9.5% paid by Council
- Medical (including drug and alcohol testing) and audio required as part of selection process.

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