

POSITION SUMMARY

COMMUNITY DEVELOPMENT OFFICER (505)

Directorate	Cultural and Community Services
Section	Community Services
Classification	Band 3, Level 1, Grade 6
Position Status	Full time
Commencing Salary Range	\$1,205.25 - \$1,266.26
Reports to	Community Development Team Leader
Direct Reports	Nil
Work Location	First Floor, Civic Centre

Position Purpose

The position of Community Development Officer is required to co-ordinate and assist with a range of community development activities; including programs, events, and committees.

Key Responsibilities

- To work with Council's Community Development Team Leader (CDTL) to deliver Community Development projects and programs across identified target groups/areas within the community which may include young people, older people, people from a Culturally and linguistically diverse background, people with a disability and Aboriginal and Torres Strait Islander people.
- To proactively strengthen relationships between Government and Non-Government agencies to ensure collaboration in delivering optimal outcomes and advocating to meet relevant community needs in the Bathurst LGA.
- To provide secretarial support and coordinate the operations and projects of various committees including Senior's Festival Organising Committee, Bathurst Community Safety Committee, Bathurst Regional Youth Council, Bathurst Youth Network and other committees as required.
- To assist with the delivery of Council's planning documents including the Community Strategic Plan, Community Safety Plan, Disability Inclusion Action Plan and Reconciliation Action Plan.
- To identify and apply for funding to assist with Community Development projects.
- To assist in broader community projects and activities as required including representing Council on relevant external and internal committees and providing a

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point of contact for government and non-government organisations.

- To work with staff, key stakeholders and community through the Kelso Community Hub.
- To facilitate the successful development, implementation and evaluation of community events which may include Senior's Festival, Youth Week, Harmony Day, International Women's Day, Grandparent's Day, and Bathurst Regional Youth Council.

Selection Criteria

Essential

- Degree in related discipline with at least 3 years' experience working in a community setting or substantive relevant experience.
- Experience in community development and community consultation.
- Excellent communication and negotiation skills.
- Sound analytical skills.
- Demonstrated ability to work within organisational parameters and time frames.
- Excellent report writing skills.
- Experience in compiling funding applications to external organisations and government departments to support activities, projects and infrastructure.
- Experience in administering community committees or groups.
- Current driver's licence.
- Experience in events coordination.
- Current Working with Children's Check.

Desirable

- Experience working within Local Government.
- Current Senior First Aid Certificate.

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 with RDO every third week.
- Hours of work are 8:30am to 4:45pm Monday to Friday, with a 45 minute lunch break.
- Probationary period of 4 months.
- Four weeks annual leave.

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- Long Service Leave after 5 years.
- Superannuation of 9.5% paid by Council.
- Medical (including drug and alcohol screening) and audio required as part of selection process.
- Out of hours work required as part of the role in delivering community events.

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