

Manager, Community Development, Bushfire Recovery

Position Description

Directorate	Vinnies Services
Reports to:	Director Disability and Inclusion
Direct reports:	TBC
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Develop and implement a high-quality strategic community participation response within bushfire affected communities that will build capacity and community leadership to promote community recovery.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Vinnies Services directorate. The Vinnies Services directorate provides a range of evidence-based services and programs that support men, women and children experiencing poverty or disadvantage to rebuild their lives. The teams within the directorate and their functions are:

Homelessness and Housing: this team is responsible for state-wide management of excellent homelessness and housing services.

Disability and Inclusion: this team is responsible for state-wide management of excellent disability and inclusion services.

Health: this team is responsible for state-wide management of excellent health services.

Clinical governance: this role is responsible for driving accountability for state-wide provision of high quality and safe services to the people we serve.

Program and Service Quality: this team is responsible for developing and implementing a Society-wide Quality Framework to support a culture of continuous improvement; and supporting quality review and audit processes.

Service innovation and business development: this team is responsible for service innovation and business development.

Accountabilities and responsibilities

The Community Development Coordinator, Bushfire Recovery will:

- Contribute to the effective implementation of the Strategic Plan within their team
- Apply asset-based community development strategies to implement community initiatives
- Collaborate with local community to identify community need and facilitate activities that promote community participation and engagement
- Develop strategies to build local leadership and develop the capacity of the community to actively engage in a wide range of activities.
- Facilitate and coordinate community activities and events that empower community groups
- Develop, implement and maintain feedback and evaluation processes that promote consumer participation and lead to processes of continuous improvement and quality practice
- Strengthen and identify opportunities for new partnerships
- Work with membership to ensure strong localised support within the communities
- Work collaboratively with volunteers providing them with support and direction as
- Implement strategic exit plans that enhance and empower sustainable communities
- Liaise with internal Communications and Media team to report updates for local media and internal communications
- Collaborate with NGO's and local government sector to extend and deepen community knowledge and collective impact
- Focus and work toward establishing safer, more connected communities
- Maintain records and data in order to generate regular reports for fundamental project outcomes
- Engagement of community in program activity
- Delivery against program outcome
- Actively lead the ongoing development and implementation of the program to ensure the model meets the needs and expectations of bushfire affected communities and stakeholders.
- Lead and manage the Bushfire Response Program to ensure alignment, collaboration and optimum impact in bushfire affected regions. Including active and open communication with community stakeholders to ensure collaborative approach to delivery and problem solving is upheld.
- Ensure that the Society effectively safeguards children. Ensure that staff and volunteers complete relevant pre-engagement checks (National Criminal History check, and where required Working With Children Check); act in accordance with the organisation's Code of Conduct and Member and Volunteer Charter; and comply with the organisation's Workplace Health and Safety program.
- Ensure a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Ensure that effective risk management protocols and procedures are in place to ensure compliance with legal, employment and governance requirements.

Critical Key Performance Indicators (KPIs)

- Development and implementation a high-quality strategic community participation response

plan and the achievement of program outcomes

- Bushfire affected communities show signs of improved community capacity and community leadership to promote community recovery
- Level of community of engagement and participation

Key working relationships

In addition to the Director, Community Inclusion and their direct reports, the Community Development Coordinator, Bushfire Recovery will foster close working relationships with:

- Regional Directors in bushfire affected regions (Membership, Volunteers and Regional Operations) ;
- Regional Partners, including Employment Relations, Work Health and Safety, Learning and Development, Mission and Spirituality, Facilities;
- Manager, Finance, Vinnies Services (Finance);
- Manager, Data and Reporting (Corporate Services);
- Manager, Program and Service Quality (Corporate Services)
- Manager, Business Development and Service Innovation (Vinnies Services)
- Field Technology Support Partner (Corporate Services)

Essential criteria

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 3) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Enable individuals and teams to be guided by the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 2) Enable others to deliver positive impact through informed decision making and efficient and effective use of resources.
- **Collaboration:** (Level 3) Enable collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 2) Support others to engage with and adapt to change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 3) Encourage innovative behaviour to improve existing and new services and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Relevant tertiary qualifications and/or demonstrated experience in community development, social work, community services, project coordination/ management and / or educational program or other relevant area
- Demonstrated understanding of community development and asset-based community
- Demonstrated experience / understanding of working communities who have experienced trauma

- Demonstrated experience developing, coordinating and implementing programs, events and activities within a community setting
- Demonstrated project and event management experience including budget management and coordination of volunteers
- Proven communication and stakeholder management skills
- Understanding of marketing, internal communications, social media or similar expertise.
- Excellent interpersonal and relationship management skills, with a proven ability to collaborate effectively with internal and external stakeholders.
- Ability to produce high-quality, accurate and relevant reports regarding client engagement, and community recovery and capacity building outcomes
- Excellent problem-solving skills
- Proven self-motivation, demonstrating the ability to work autonomously and within a team
- Ability to travel regularly across NSW and hold a valid NSW driver licence.
- Ability to do some afterhours work

Desirable criteria

- Experience working in a membership-based organisation to support and empower members and volunteers.
- Demonstrated competence skills in trauma informed practices and Mental Health First Aid.
- Current First Aid certificate