

Position Description

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| Title | Community & Cultural Development Worker |
| Employment Status | Permanent Part Time – 24 – 28 hpw |
| Grade | SCHADS – Social Community Home Care and Disability Services Award Level 5 |
| Reporting To | Manager |
| Directly Supervising | Volunteers relating to projects; students on work placement |
| Date Prepared | May 2015 |

Position Purpose

The role of the Community & Cultural Development Worker is to initiate and coordinate community development activities and community service programs for the residents of Linden to Valley Heights, in accordance with the aims and objectives of the Springwood Neighbourhood Centre Cooperative Ltd.

Position Summary

This position is responsible for the development, implementation and evaluation of community services and community development programs, as part of SNCC's overall operations. . The position is supported through operational funding received through the NSW Department of Human Services (Community Services agency).

The position involves:

The development, support and advocacy of appropriate services in consultation

- with, and relevant to, the residents of the Linden to Valley Heights area.
- Initiating and co-ordinating community development activities within the local community.
- Responsibility for the management and accountability of SNCC's community development projects.
- Work collaboratively with other community workers in the Blue mountains area
- Where necessary, provide backup to work undertaken by SNCC's volunteer receptionists.

For more detail, please see under 'Key Tasks: Core Activities & Key Outcomes'.

Decision Making Authority

You are responsible for fulfilling your duties within the framework of legislative requirements and Springwood Neighbourhood Centre Cooperative's policies and procedures. Issues are usually resolved without reference to your immediate supervisor but matters that arise which are outside the policy

framework or matters which may potentially escalate to the detriment of the Springwood Neighbourhood Centre Cooperative Ltd should be reported to the Manager.

Selection Criteria

Essential Criteria

Qualifications:

- Relevant tertiary qualifications in welfare, health, community services, social science or related fields, or equivalent relevant experience.

Skill Requirements:

- Well-developed skills in research and time-management.
- Ability to initiate, organise, implement, supervise, co-ordinate and evaluate community services and development programs.
- High level interpersonal and communication skills, both written and oral, and the ability to communicate effectively with all stakeholders.
- Ability to prioritise work tasks and apply initiative, and work effectively with minimum supervision.
- Ability to work both independently and as part of a team.
- Competent computer skills (Windows, Microsoft Word, Excel,

Experience Requirements:

- Experience working in the community sector and in developing community projects.
- Experience in preparation of funding submissions, budgets, newsletter and media articles, project and annual reports, project evaluations and acquittals.

Knowledge Requirements:

- Understanding of community development processes.

Desirable Criteria:

- Experience in volunteer and student supervision.
- Ability to generate flyers and Information Sheets.
- A demonstrated understanding of social media and the ability to use it.

Expectations

- To display informed affinity with the ideas, aspirations and ethics of LMNC and to identify with its purpose.
- To attend appropriate development and training courses.
- Demonstrate willingness to work under Work Health and Safety guidelines and adhere to grievance procedures.
- Demonstrate commitment to equal employment opportunity principles with regard to all employment activities.



- Demonstrate commitment to social justice, client confidentiality, and EEO, WH&S requirements and responsibilities.

Additional Information

- SNCC has a smoke free environment
- The position requires you to have a current driver's licence and comprehensive insured vehicle.
- You will also be required to undertake a Police Record Check and a Working with Children check.

Context

The Springwood neighbourhood Centre Cooperative Ltd (SNCC) provides and maintains a diverse range of community services and programs in response to identified needs of all residents in the area.

The Centre operates in an openly accessible and accountable way, advocates on behalf of vulnerable community members, and promotes the development of self-help initiatives and support networks in order to enhance individual opportunities and strengthen community resilience.

All Neighbourhood Centres share some common principles and philosophies about their purpose or role. These come under three broad categories:

purpose or role. These come under three broad categories:

1. affirmative action towards disadvantaged people and groups;
2. local participation and control; and
3. community development role.

Neighbourhood Centres follow these according to the resources and skills they have available.

Neighbourhood Centres believe in:

- the right of people to make choices in their own lives;
- the right of people to dignity, respect, privacy and confidentiality;
- the right of people to be valued as individuals;



Core Activities

| KEY RESPONSIBILITY AREAS | KEY PERFORMANCE MEASURES |
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| <p>1. Community development projects and community services</p> <p>Key Outcome 1: The identification, development and implementation of community development projects and services in response to identified needs, including the development of partnerships and collaborations with other relevant organisations.</p> | |
| <p>1.1 Research and identify local community needs in consultation with local residents.</p> | <ul style="list-style-type: none"> ▪ Develop strategic planning processes for the development of community development activities in the area. ▪ Research and prioritise the needs of the local community |
| <p>1.2 Maintain or develop and implement community services and development programs relevant to the identified needs of the community.</p> | <ul style="list-style-type: none"> ▪ Work with and resource residents and local community organisations to initiate and develop new services and programs as appropriate. ▪ Actively seek opportunities to develop mutually beneficial partnerships. ▪ Participate in consultations between the government and non-government sector, as appropriate. |
| <p>2. Administration and financial oversight, and project accountability</p> <p>Key Outcome 2: The efficient and timely administration and financial oversight of CD projects and services, including accurate budget development, funding submissions and reporting, and project evaluation.</p> | |
| <p>2.1 Develop, implement and review an annual Workplan for this position in line with the funding agreement and SNCC identified priorities.</p> | <ul style="list-style-type: none"> ▪ Review funding agreements and SNCC Board priorities; develop an annual WorkPlan of proposed and planned community services and development programs. |
| <p>2.2 Ensure that funding opportunities are identified and submissions are made to relevant bodies to support community development projects and services.</p> | <ul style="list-style-type: none"> ▪ Research / follow up funding opportunities. ▪ Prepare relevant funding submissions for community development projects and services for sign-off by the Manager and/or Chair. |
| <p>2.3 Maintain accountability for community development programs and services.</p> | <ul style="list-style-type: none"> ▪ Evaluate community services and development programs based on the Results-Based Accountability (RBA) framework, and make recommendations to the Manager. ▪ Provide reports to the Manager and Board as required. ▪ Prepare an annual report on community services and development activities for SNCC's Annual Report, and participate in the Annual General Meeting. |
| <p>2.4 In consultation with the Manager and Finance Coordinator, develop individual project budgets and monitor expenditure accordingly.</p> | <ul style="list-style-type: none"> ▪ Budget and monitor expenses for projects. |
| <p>2.5 Contribute to the development and cohesion of the broader staff team within the Neighbourhood Centre, including paid and unpaid workers</p> | <ul style="list-style-type: none"> ▪ Effectively contribute to staff meetings, providing positive input. ▪ Work collaboratively with other SNCC staff by sharing resources, skills, energy and ideas. ▪ Actively encourage access to, and utilisation of SNCC programs, services and facilities. |



| KEY RESPONSIBILITY AREAS | KEY PERFORMANCE MEASURES |
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| | <ul style="list-style-type: none"> ▪ Contribute towards and adhere to SNCC policies and procedures, including SNCC Code of Ethics, Duty of Care & OH&S Policy. ▪ Constructively work through any staff disputes or disagreements to ensure the continuation of effective staff relations. ▪ Accept delegated authority as appropriate, including when the Manager is absent (when designated by the Board) ▪ Work collaboratively and supportively with SNCC Volunteers, including Front Desk Workers, and attend and assist with activities and events that support and acknowledge Volunteers. ▪ Provide reports and discussion papers to the Manager and Board as required. |
| <p>3. Advocacy, network and promotion Key Outcome 3: CD projects and community services are promoted effectively and there is constant public advocacy of SNCC's activities.</p> | |
| <p>3.1 Promote CD projects and community services to relevant stakeholders, including the general public as required.</p> | <ul style="list-style-type: none"> ▪ Prepare or work with the Administration Officer to develop appropriate flyers to publicise CD services and development programs. ▪ Identify the best avenues of promotion and target groups relevant to the project or service. ▪ Generate free promotion through such avenues as the Blue Mountains Gazette's 'Along the Highway' weekly column. |
| <p>4. Supervision <ul style="list-style-type: none"> ▪ Key Outcome 4: Effective and efficient supervision of volunteers and student placements as appropriate to CD </p> | |
| <p>4.1 Co-ordinate the recruitment of appropriate volunteers as relevant to the project or service concerned, as required.</p> | <ul style="list-style-type: none"> ▪ Where CD projects or services require Volunteers, appropriately advertise the project in the community with aim of recruiting suitable volunteers to meet the needs of consumers and the project's aims. ▪ Effectively recruit volunteers from a cross-section of the community, with the aim of ensuring adequate representation of the community in the volunteer group. ▪ Ensure an appropriate interview and selection process of volunteers, with the aim of recruiting individuals who meet the criteria of the work. |
| <p>4.2 Support and supervise effectively project volunteers, ensuring continued skill and knowledge development to perform required tasks.</p> | <ul style="list-style-type: none"> ▪ Provide ongoing individual and group support to the volunteers of CD projects, ensuring that each volunteer is adequately supported in their role as a volunteer carer. ▪ Provide all project volunteers with training opportunities to meet group and individual needs for skill and knowledge development. ▪ Ensure that all training opportunities provided are evaluated to |



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| | determine their effectiveness. |
| 4.3 In consultation with the Manager support and supervise effectively student placements, ensuring continued skill and knowledge development relevant to course requirements. | <ul style="list-style-type: none">▪ Work with the student and the student's supervisor to develop a work-plan for the period of the placement.▪ Explain relevant SNCC policies and procedures to the student and supervisor.▪ Undertake regular review meetings with the student to ascertain progress against the student's learning and development goals. |

SPRINGWOOD NEIGHBOURHOOD CENTRE COOPERATIVE LTD

VISION

We strive for a community that is vibrant, caring and inclusive.

MISSION

Springwood Neighbourhood Centre Cooperative Ltd is a community managed organisation, linking people, resources and ideas. SNCC applies the principles of social justice to the wellbeing of the comm