

Community Support Services

Position Description		
Position Title	Community Development Officer – Mingle South	
Program Location	CS#1 Head Office and Mingle office sites	
Reports To	Operations Director – Community Services	
Direct Reports	Nil	
Award	Social Community Home Care and Disability Services	
Classification	Social and Community Services Employee Level 4	
Community Services #1 Capability Level	Level 4	
Objective	This position is partnered with the Suburban Land Agency's Mingle South program to support community development, capacity building and the creation of vibrant, liveable spaces in emerging communities within the identified areas of the ACT.	
	This position is highly focused on establishing strong relationships and actively engaging in networking and advocacy. There is emphasis on capitalising on existing community assets to promote initiatives like groups, events, activities, and programs that encourage connection, a sense of belonging, and community empowerment.	
Key Accountabilities and Capabilities	Identify and develop initiatives that support community development, capacity building and place-making in the SLA identified region of the ACT and deliver initiatives in line with ACT Government funding requirements.	
	Build and maintain strong working relationships with key stakeholders in the ACT Government and community to support program outcomes.	
	Develop and implement strategies to build trust with community members and provide flexible, timely and appropriate responses that support capacity building for individuals and the community.	
	Represent CS#1 and the Mingle South program's interests through relevant networking opportunities. Develop valuable relationships and partnerships that promote opportunities for improved service and program outcomes.	
	In partnership with CS#1 Marketing Manager, develop and promote Mingle South program initiatives through a range of communication mechanisms, including but not limited to events and social media.	
	Maintain accurate information records, whilst adhering to ethical privacy and confidentiality principles.	
	Assist with collection and evaluation of data and statistics for reporting purposes.	

Participate in quality assurance and continuous improvement processes for own and Community Services team programs.
Perform other duties as directed, commensurate with the skills and expectations of the role.

Selection Criteria	
Required Qualifications, Skills and Experience	Demonstrated equivalent Certificate IV qualifications in relevant fields such as Community Development or equivalent work experience.
	Demonstrated ability to engage, support and build trust with individuals and groups, especially those from multicultural and emerging communities.
	Sound knowledge and demonstrated application of community development practices and principles including an asset/strength-based approach, place-making and capacity building.
	Demonstrated experience with group facilitation and demonstrated activity and event management skills.
	Demonstrated ability to build and maintain strong working relationships, and collaborate with internal and community stakeholders, to ensure quality program outcomes.
	Ability to work out of hours and on weekends, as required, and willingness to work across multiple work sites.
Additional Requirements	ACT Working with Vulnerable People Card (without disqualifying offences) Drivers Licence and own car First Aid Certificate

Acceptance	
I understand and accept	Employee:
the duties and	
responsibilities as outlined in this position description.	Date: