

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	<p>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.</p> <p>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.</p>
Key Accountabilities and Capabilities	<p>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.</p> <p>Build and maintain strong working relationships with key stakeholders in the ACT Government and community to support program outcomes.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Maintain accurate information records, whilst adhering to ethical privacy and confidentiality principles.</p> <p>Assist with collection and evaluation of data and statistics for reporting purposes.</p>

