

JOB DESCRIPTION

Community Development Coordinator

ABOUT UNITING

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: As an organisation we are **Imaginative, Respectful, Compassionate and Bold.**

At Uniting NSW.ACT is responsible for the social justice, community services and chaplaincy work of the Uniting Church in NSW and the ACT.

We provide care and support for people through all ages and stages of life, with a focus on people experiencing disadvantage and vulnerability. Our purpose is to inspire people, enliven communities and confront injustice.

We value diversity and always welcome everyone exactly as they are. We are **one of Australia's largest and most trusted Service Providers for Children, Youth and Family programs** which is made up of a team of **diverse, purpose-led people** who really are making a difference to the world around them.

ABOUT THE ROLE

Role Purpose

This role is instrumental in the development, implementation, and evaluation of the community development strategy within their allocated program. The Community Development Coordinator will also build the capacity of the community to reduce the stigma surrounding mental health and be able to respond to mental health concerns.

ROLE KEY ACCOUNTABILITIES

You will be an integral member of the team through the following:

- Maintain a high standard of conduct and work performance based on Uniting's values to promote our reputation with key internal and external stakeholders.
- Ensure integration and collaboration across Uniting programs to deliver seamless and impactful end to end services with the customer at the centre.
- Actively engage and participate in the performance management framework and review processes at Uniting.
- Act in a manner which upholds and positively reflects the Uniting Code of Conduct and Ethical Behaviour.
- Contribute to a culture of openness, feedback and productivity.
- Model, communicate and act in ways that are consistent with our values of Bold, Respectful, Imaginative and Compassionate.
- Take care of the safety of yourself and others at all times and undertake work in a safe manner in accordance with policies, procedures and instructions (written or verbal) and in adherence to WHS policies and procedures.

- Actively contributes to a safe and supportive working environment that is inclusive of all staff through celebrating their nationality, cultural background, LGBTI status, abilities, gender and age.

As a Community Development Coordinator, your role specifically will:

1. Actively promote the service within the community to improve community awareness of mental illness, services available and how to access these services.
2. Coordinate and/or participate in community events including interagency, consortium, consumer representative groups and partner meetings, as required.
3. Facilitate information and education sessions to improve mental health literacy within the community. This includes sessions with external services such as Department of Communities and Justice, General Practitioners (GP's), Local Health Districts other Community Managed Organisations, as well as with members of the community.
4. As directed, manage strategic resources and budgets within scope of the position.
5. Support the development of resources, activities and events to engage consumers and their families.
6. Support recruitment, induction activities, and engagement of volunteer committees, where relevant to the service.
7. Develop and maintain a register of community support options to enhance referral pathways to provide holistic care for clients.
8. Work collaboratively with the team to engage with community with mental health supports.
9. As directed, coordinate service-led engagement activities such as partnership or consortium meetings to enhance the capacity of mental health services across the region and provide coordinated service delivery. Maintain up to date mailing and communication distribution lists.
10. Develop and ensure the implementation of a community awareness and community education strategy including facilitate a strategic response to community requests for the program.
11. Consult with the leadership team, program team, and apply an assessment of community needs to support the development and implementation of an annual Community Development strategic plan.
12. Ensure key Mental Health events are participated in and acknowledged within the community and report against these within strategic plans and reports.
13. Work collaboratively to maintain effective, sustainable relationships with consumers and their families/significant others and relevant community groups to promptly respond to their mental health and development needs.
14. Keep a record of existing partnerships and agreements with key contacts for possible liaison/engagement, as directed.
15. Assess incoming requests and provide a suggested response plan to the Team Leader/Service Manager.

ABOUT YOU IN THE ROLE

As a staff member of Uniting, you will celebrate diversity and welcome all people regardless of lifestyle choices, ethnicity, faith, sexual orientation or gender identity.

Your directorate:	Communities
You'll report to:	Team Leader/Service Manager

YOUR KEY CAPABILITIES

Individual leadership

- **Improving performance** - Works with others and offers suggestions to find ways of doing the job more effectively.
- **Owning the job** - Takes ownership for all responsibilities and honours commitments within their own role and strives to achieve goals with a "can-do" attitude to levels of excellence.
- **Perseverance** - Remains committed to completing the job in the face of obstacles and barriers.
- **Timeliness of work** - Sets achievable timeframes and works to complete projects, tasks and duties on time.

Business Acumen

- **Organisational Operation** - Displays awareness of Uniting's business objectives and understands how personal objectives relate to those objectives.
 - **Organisational Objectives** - Has broad awareness of Uniting's vision and values and how they apply to issues in the team.
 - **Develops and Grows the Business** - Understands team and organisational goals and works collaboratively with Team Members to achieve organisational goals.
 - **Makes Sound Decisions** - Analyses problems, seeks input from relevant people and then takes appropriate action to implement the most effective solution in a timely manner.
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QUALIFICATIONS & EXPERIENCE

Qualifications:

- Certificate IV in Mental Health; or tertiary qualification relevant to the field of work, such as health promotion, social work, psychology, or community development/engagement.
- Current Australian Driver's Licence.

Experience:

Typically, this role will require one (1) or more years' experience in your field of expertise. You will have excellent written and verbal communication skills, be organised, systematic, thorough, accurate and disciplined. You will be continuing to develop in your area of expertise and be expected to provide innovative ideas to solve problems in your discipline. It is expected that you will possess good skills at navigating a complex organisation, forging relationships, and managing through influence rather than direct authority as required.

- Experience in facilitating Community Development initiatives and projects.
- Ability to develop, document, monitor and report on community awareness strategies and plans within established guidelines and frameworks.
- Demonstrated ability to independently manage time, plan and organise own workload.
- Willingness to oversee or support volunteers or students undertaking certificate level studies.
- Sound knowledge of mental health promotion and messaging.
- Proven ability to exercise limited initiative and/or judgment within clearly established procedures and/or guidelines.

- Demonstrated ability to consult with a wide range of stakeholders to develop local referral networks and implement community awareness and education campaigns within established guidelines or procedures.
- Basic computer literacy in Windows Office programs and ability to produce newsletters and health promotion resources.
- Willingness and ability to work evenings and weekends for events as required.

Even better:

- Experience in collaborative partnerships with government or non-government organisations, including working with a range of community partners.
- Experience working with specific populations of people (e.g. Aboriginal Torres Strait Islander populations, CALD, LTBGQI+ communities).

Employee's Name:	Insert employee name	Manager's Name:	Insert manager's name
		Title	Insert manager's title
Date:	Insert date	Date:	Insert date
Signature:		Signature:	