

JOB DESCRIPTION

Community Development Worker

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 responsible for supporting the Harris Community Centre to identify and prioritise activities and strategies that will strengthen the community. This includes developing and coordinating local community events and programs, that focus on building parenting capacity and connections. The Community Development Worker will aim to build the profile of the centre, through partnering with Uniting's communication team, and representing the centre in the greater community.

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 Worker, your role specifically will:

- Program and coordinate initiatives that build parenting capacity and connections and reduce social isolation for families in the local community.
- Provide an information and referral supports to members of the local community.
- Facilitate the use of the allocated centre's space by community groups for mutual benefit.
- Build the capacity of local families, community and services providers by coordinating and supporting networks and local community events, such as Sydney Streets, Toy Swaps, Halloween Celebrations, Christmas in Pyrmont, The Pantry Christmas appeal, amongst others.
- Work closely with the Centre Coordinator to develop and monitor budgets for programs, services and events.
- Build the profile of the centre in partnership with the Uniting communications team, such as website content, social media channels, and represent the centre at forums and community events.
- In partnership with the Centre Coordinator, undertake a community planning process in with stakeholders which identifies and prioritises activities and strategies that will strengthen the community.
- Act as a point of guidance and escalation for volunteers and students within the centre for day to day work.
- Support a group of students in placement and volunteers to deliver information and referral supports, capacity building activities and complete centre administration activities.
- Support induction and orientation activities, and engagement of volunteers and students in placement, where relevant to the services.
- Work collaboratively with stakeholders to deliver joint activities

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: Centre Coordinator

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.

QUALIFICATIONS & EXPERIENCE

Qualifications:

- Diploma of Social Science, or equivalent and relevant to the field of work.

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.

In addition to the above, you'll have:

- Demonstrated commitment to using person centered, capacity building approaches to support others to succeed.
- Experience in facilitating Community Development initiatives and/or projects.
- Ability to apply community development principles when developing and coordinating community events and programming and delivering parent/child focused activities.
- Proven ability to apply a high level of energy and enthusiasm to develop and maintain partnerships with an array of stakeholders.
- Demonstrated ability to independently manage time, plan and organise own workload.
- Capacity to partner with communications and marketing professionals to tell community stories and the ability to use social media to share them.
- Previous experience in completing administration, data analysis and reporting tasks to a high-quality standard.
- Excellence in working with culturally and linguistically diverse communities.

Even better:

- Ability to speak a second language.
- Experience documenting client experiences in client record management systems, such as Carelink+.
- Previous event design and management experience, within local communities.
- Previous experience overseeing or supporting volunteers or students.



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