

# Community Development Team Leader

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**Responsible to:** Manager, Child, Youth and Family Services

**Responsible for:** Management of the RCC Community Development program and activities

**Description of hours:** This is a part-time contracted position 30 hrs per week.

## *Purpose of the position*

The aim is to identify community needs in the Riverwood and Punchbowl and surrounding areas and develop strategies and partnerships that strengthen these communities. This will include the co-ordination of information and referral processes; activation of the community hubs; leading the Riverwood Community Garden and Riverwood Men's Shed volunteer initiatives; and managing the relationship with auspiced and other local voluntary groups. The Team Leader is also responsible for collecting and analysing data on program delivery, ensuring compliance with funding requirements and service plans; and developing initiatives that contribute to the effectiveness of Targeted Early Intervention with a focus on the wellbeing of children, young people and families.

## *Mandatory Qualifications*

- Relevant tertiary qualifications in Social Sciences (or equivalent)
- Current Criminal History Clearance and Working with Children Check

## *Essential Criteria*

- Experience in leading a team and supervising staff.
- Proven experience in identifying and developing community initiatives.
- Strong knowledge, understanding and engagement skills working with diverse communities.
- Sound knowledge and understanding of the Targeted Early Intervention reform (TEI).
- Proven experience in research and report writing with the ability to interpret and present data.
- Ability to represent the organisation in a range of situations from everyday interactions to large group sessions.
- Demonstrated experience in identifying, recruiting and leading – staff, volunteers, students and community groups.
- Excellent communication skills – verbal and written.
- Well-developed problem solving skills.

## Highly Desirable

- At least 2 years supervisory experience
- Ability to speak a second language
- Current Driver's License

## Objectives:

- Deliver effective and efficient programs and activities in line with the identified needs of the community.
- Commitment to high standards of a person centred approach to service provision, social inclusion and community development principles.
- Commitment to continuous improvement and ensure compliance with WHS requirements in your areas of responsibility.
- Orientation of staff, volunteers and students to ensure compliance with organisational requirements.
- Compliance in relation to funding specifications and accountability
- Data collection, surveys and reporting against specifications
- Support and resource agreed activities, programs and events
- Participate in the planning, resourcing and conduct of significant RCC community events.
- Develop programs which build the capacity of RCC and the local community to work together
- Develop stakeholder networks which add value to the CB program and the RCC vision

## GENERAL MANAGEMENT:

- Monitor and report to the Manager CYFS issues in relation to your areas of responsibility
- Decision-making, reporting and other responsibilities within agreed delegations.
- Ensure good communication with staff, clients and stakeholders.
- Communication and reporting to the Manager CYFS as required
- Engage with the CYFS team and other staff to create and contribute to a harmonious and effective workplace.

## HR/PEOPLE MANAGEMENT

- Manage a small team of staff
- Build the capacity of staff and volunteers through development and training
- Interact with all business streams across the Centre
- Work collaboratively as a team member
- Ensure compliance with WHS regulations and safe work practices of Riverwood Community Centre



### **SPECIFIC RESPONSIBILITIES**

- Ensure that programs are delivered in an accessible and efficient manner, and are meeting the needs of the community
- Promote programs and activities to the community
- Complete required reports for funding bodies

### **PROFESSIONAL DEVELOPMENT**

- Participate in regular supervision and development of KPIs with Manager CYFS
- Participate in professional development where appropriate.

This list is not exhaustive; the Community Development Team Leader may be asked to undertake other responsibilities at the request of the Manager CYFS in line with the position description and the strategic direction of the organisation.

### **BACKGROUND CHECKS**

Working with Children Check – Yes

Police Criminal History Check – Yes