



TITLE: Community Development Worker

STATUS: Part-time – Minimum 25.5 hours per week

CLASSIFICATION: Queensland Community, Home Care & Disability Services Award 2010 (SCHADS) Level 4

LOCATION: Yeronga

Community Plus+ are looking for an experienced, passionate and highly organised worker to be part of our Community Development team. This exciting role has a particular focus on using community development principles to further develop an open house program Monday-Friday at Yeronga Community Centre. This includes; building purposeful relationships with vulnerable people; guiding and supporting volunteers, residents and students to run open house and associated activities; and facilitating access to information and referral.

ABOUT COMMUNITY PLUS+

Community Plus+ (CP+) are a not-for-profit community development organisation based in the inner southern suburbs of Brisbane, with a vision of Strong Centres for Active Communities. We work with local people and their key strengths, resources and capacities in order to increase the wellbeing of all community members. Community Plus+ contribute to creating communities that are equal, connected and empowered.

Locally led and governed by a skills-based committee, CP+ are a collaborative organisation, where you can make a difference.

We operate three community centres – Annerley Community Hub, West End Community House, and Yeronga Community Centre – and deliver Queensland Statewide Tenant Advice and Referral Services (QSTARS) on Brisbane's southside.

Through a combination of centre-based and outreach activities, Community Plus+ offer community information and referral, community development, tenancy advice and activation of local meeting and venue hire spaces including South Brisbane Croquet Club.

The work of Community Plus+ is guided by our core values:

1. We act in accordance with the principles of ***social justice*** as we work with individuals, communities and institutions to address the imbalance of access, equity, rights and participation in the community;
2. We ***make a difference*** in our community, working effectively with the community and our partners to achieve positive and lasting change for those most in need;
3. We are ***caring***, acting with warmth, kindness, sincerity, respect and dignity in all our interactions;
4. We are ***respectful*** of each other, and base our relationships on honesty, fairness and trust;
5. We ***empower*** the community, working with individuals to help them make the best choices for themselves, and with communities to contribute to the well-being of the whole community, strengthening community spirit and resilience;
6. We are ***proactive*** in advocating for social and legal frameworks to protect vulnerable members of the community.

For more information please visit www.communityplus.org.au.

ABOUT THE COMMUNITY DEVELOPMENT WORKER ROLE

The Community Development Worker position has **three key areas of responsibility**;

Leading the day-to-day *operations* of Yeronga Community Centre; *Outreach* and collaboration with the local community; and Contributing to the work of *CP+ as a whole*. The role is informed by the CP+ Community Development policy in addition to the requirements of funding bodies.

DUTIES

Community Centre Operations

- Draws upon community development principles to work with volunteers and students to operate open house services and increase community members' capacity to access information, advice and referral services;
- Resources and supports local residents and community groups to develop and facilitate a range of activities at the centre that align with Community Plus+ values and purpose;
- Develops and implements systems as required at a centre level to ensure the efficient operation of Yeronga Community Centre, consistent with broader Community Plus+ systems;
- Provides guidance, support and access to training for volunteers and students engaged at the centre or service;
- Collects and collates client statistical data arising from community development activities and develops reports for the Management Committee, and funding bodies as required;
- Ensures that all legal requirements are complied with by the centre or service (such as privacy, OH&S) and maintains records and documentation as required;
- Ensures there is evaluation and review of community programs to assure continuous improvement in the services offered to the local community.

Community Development Outreach

- Develops and facilitates community profiling to identify local community strengths, needs, issues and trends, and continuously updates this analysis with emerging research or data;
- Works with local community members, groups and organisations to develop responses to identified community needs, including new local projects, service initiatives, partnership and collaboration, policy development and advocacy;
- Participates in and supports local professional and community networks that aim to build on the strengths and address the needs of local community members, particularly those who are vulnerable or experiencing disadvantage, through information-sharing and collaborative action.

General

- Raises the profile of CP+ and the neighbourhood centre in the local community;
- Contributes to the CP+ fund-raising strategy, including developing and supporting initiatives which access resources to help address local community needs, and writing grant applications;

- Operates by a work plan with the ability to initiate, manage and report on projects on time and within budget;
- Works in close cooperation with other staff and participates as an active member of the Community Plus team;
- Undertakes any other necessary duties as negotiated with the Manager from time to time.

ACCOUNTABILITY

The Community Development Worker is part of the Community Development Team, which reports to the Manager. The position of Manager provides a level of support, guidance and management framed by collaborative discussions with the Community Development Team. Key priorities of the role and associated six-monthly goals are developed at the centre level with the support of the Community Plus+ Manager, and written into the operational plan.

SELECTION CRITERIA

Essential

1. Tertiary Qualifications in Social Work, Social Sciences, Community Development or a comparable qualification, or equivalent demonstrated experience working within the community sector;
2. Understanding of, and experience in, community development practice, underpinned by a guiding principle of social justice. Demonstrated commitment to a developmental approach that brings people together to actively address collective needs and aspirations.
3. Highly developed communication skills that can be applied in interpersonal work with a variety of people across the community, including those most marginalised. This includes the ability to engage in complex problem solving and conflict de-escalation; to build effective relationships locally and across the community sector and government; and to submit formal reports and funding submissions.
4. High level of organisational ability, demonstrated through the ability to; develop and implement systems and procedures to ensure smooth operations; manage competing demands in a fast-paced and time-sensitive environment, and; support volunteers and visitors within a busy drop-in community space;
5. Demonstrated ability to work both autonomously and collaboratively and to contribute positively to the dynamics of the Community Plus+ team;
6. Possession of, or ability to acquire, a Positive Notice (Blue Card) for Child Related Employment.

Desirable

7. Knowledge and awareness of the community of the inner southern suburbs of Brisbane, and the issues impacting upon local residents within the community.

CLASSIFICATION

The position is classified at Level 4 under the Social and Community Services Award (SACS Award). Salary sacrificing options are available. Approximately 25.5 hours per week, to be worked approximately 5 hours per business day, with scope for some extra hours as funding sources allow.

DURATION OF APPOINTMENT

This position is a 12-month contract, subject to the continuation of funding. An initial probation period of three months will apply.

ADDITIONAL NOTES

Community Plus is an equal opportunity employer and has a smoke free workplace.

FOR MORE INFORMATION

Please contact the team by emailing admin@communityplus.org.au or phoning Mel Hilditch during business hours on 07 3848 2285.