



## POSITION DESCRIPTION

**TITLE:** Community Development Program Leader

**LEVEL:** Level 6

**RESPONSIBLE TO:** Manager Community Services

<b>Position Status:</b>	Fixed-term Employment - Full Time
<b>Position Approved by:</b> _____ Daniel Fletcher, Chief Executive Officer	
Date: _____	

## POSITION OBJECTIVES

This position is responsible for establishing and maintaining strong and effective partnerships with community groups, volunteers and service providers and other key stakeholders to plan for the enhancement of Council services and facilities.

This role delivers, facilitates and coordinates projects and programs using the principles of community development to ensure a vibrant and enriched Litchfield Municipality.

## KEY RESPONSIBILITIES

- Overseeing leasing and funding agreements with volunteers organisations located on Council's Recreation Reserves
- Management of four Recreation Reserves to ensure service delivery is maintained
- Supporting the Management Committees of four additional Recreation Reserves to build capacity and manage key community assets and identify funding opportunities
- Managing the implementation of the Sport, Rec and Open Space Strategy
- Administer Council's Community Grants Scheme and other grants through developing and maintaining databases, preparing relevant documentation, responding to enquiries from the community, liaising with grant recipients and overseeing grant payments and acquittals.
- Coordinating programs and events for Council including the Australia Day, Art Exhibition and Youth Week events
- Develop grant applications on behalf of Council, where appropriate and coordinate the submission of progress reports and grant acquittals with relevant Council departments
- Work with community groups to develop resilience and build capacity, including identifying opportunities for sustainable growth and development
- Assist community groups in applying for funding from Council or directing to other funding sources as appropriate.
- Develop relevant plans and strategies for the community services area

- Work with Council's Asset Management Officer to assist with maintaining Council's asset management system for recreation reserve assets including current information on the recreation reserves such as User Groups Public Liability Insurance.
- Effectively use Council's record management system.
- Undertake Other duties as directed within the skills and abilities of a position at this level
- Meet all Occupational Health & Safety requirements, and follow appropriate safety and health practices for self and others.

## **ACCOUNTABILITY AND EXTENT OF AUTHORITY**

This position is authorised to:

- Implement programs and projects and ensure the delivery of services in accordance with Council's requirements and complying with all relevant legislation.
- Approve expenditure within Council's approved budget for the area of responsibility and consistent with assigned delegations.
- Responsible for making recommendations on Council's behalf internally and externally within established policy guidelines.
- Responsible for ensuring that all requirements for OH&S, EEO and other legislative and regulatory responsibilities are observed.

## **JUDGMENT AND PROBLEM SOLVING**

- Make decisions on all matters that are within the responsibility of the position provided that these decisions are within any legislative requirements or Council policies / procedures, relevant standards and within budget
- Relevant guidance and counsel will be provided by the Director Community and Corporate Services and is available within the time required to make a decision
- Be able to apply a flexible approach to working with community groups, organisations and individuals.
- Provide accurate advice and make informed decisions based on up to date knowledge and information.
- Ability to maintain confidentiality in the handling of all information.

## **SPECIALIST KNOWLEDGE AND SKILLS**

- Sound knowledge and understanding of the principles of community development and ability to put them into practice.
- Understanding of the International Association of Public Participation (IAP2) Spectrum and contemporary community engagement practices
- Experience and demonstrated skills in the design and implementation of community-based project work and evaluation
- Demonstrated ability in developing a broad range of community networks
- The ability to prioritise tasks and manage time effectively.
- Excellent communication skills.
- Highly developed record keeping and administration skills.
- Ability to maintain confidentiality in the handling of all information.
- Excellent interpersonal skills.
- Well-developed problem solving skills and the ability to exercise sound judgment.
- The ability to work as both part of a team and independently.

**MANAGEMENT SKILLS**

- Ability to manage own time by setting priorities, planning and organising own work.
- Ability to work with minimum supervision and successfully co-ordinate and complete work deadlines.
- Ability to coordinate work commitments and meet agreed objectives and timelines.
- Ability to utilise initiative in researching and analysing information

**INTERPERSONAL SKILLS**

- Highly developed interpersonal skills to influence, persuade and/or motivate others to achieve objectives critical to the employer and to resolve conflict
- Ability to persuade, convince or negotiate with staff, external stakeholders, members of the public, and persons in other organisations in the pursuit and achievement of objectives.
- Excellent written and oral communication and customer service skills.
- Demonstrated capacity to adapt to changing circumstances and to be flexible in your approach to meeting challenges.
- Ability to communicate and negotiate effectively with people from a wide range of social and cultural backgrounds

**QUALIFICATIONS AND EXPERIENCE**

- Diploma or Advanced diploma with experience, in Community Development or Sport and Recreation or related discipline.
- Comprehensive knowledge of grants application processes and legislation

**ORGANISATIONAL RELATIONSHIPS:**

Internal Contacts:

- Community Development Support Officer
- Executive Leadership Team
- Senior Leadership Team
- All Staff

External Contacts:

- Ratepayers and Residents
- Northern Territory Government Departments as relevant
- Other Municipalities
- Community groups and organisations

**REQUIRED SKILLS, EXPERIENCE, ATTRIBUTES AND QUALIFICATIONS:**

- Diploma or Advanced diploma with experience, in Community Development or Sport and Recreation or related discipline.
- Demonstrated experience in establishing strong and effective partnerships with community groups, service providers and other key stakeholders to develop responses to community issues and opportunities
- Experience and knowledge of contemporary community engagement techniques
- Experience and knowledge of grants application practices

- Excellent customer service
- Well-developed interpersonal, negotiation and conflict resolution skills
- Ability to liaise effectively with people from a range of social and cultural backgrounds
- Highly developed record keeping, administrative and time management skills.
- Ability to work autonomously and in a team environment.
- High level organisational and problem solving skills.
- Proficient in the use of Microsoft Office Suite programs
- Commitment to Occupational Health & Safety regulations and principles.
- Successfully undergo a pre-employment assessment including a Criminal History Check.
- Current Northern Territory Driver's License Class C minimum
- Ability to work outside office hours and weekends when required

**CHANGES TO JOB DESCRIPTION:**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of Council's work environment – including technological requirements or statutory changes.

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Approved: (Manager/Supervisor)

Date:

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Employee: