



## Community Development Officer

### Position Description

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<b>Position Title</b>	Community Development Officer
<b>Responsible Council</b>	Wagga Wagga Central Council
<b>Location</b>	Wagga Wagga
<b>Reports To</b>	Executive Officer

**Primary position objective** Working with internal and external stakeholders the Community Development Officer will develop and implement a Central Council Community Development Strategy that provides quality community outcomes to break the cycle of disadvantage. The strategy will be aligned to the Society's NSW Strategic Plan.

### St Vincent de Paul Society

The St Vincent de Paul Society is a member and volunteer based organisation that has been assisting people experiencing disadvantage in NSW for more than 130 years.

The Society was founded by Frederic Ozanam in 1833, who with a group of friends, wanted to make a difference to the poverty and disadvantage that he saw around him in post-Revolution France. Frederic started what is now a world-wide movement. The St Vincent de Paul Society NSW has around 16,000 members and volunteers and 1,400 staff. Our local member networks, referred to as Conferences, are present in over 420 communities across NSW.

Our members and volunteers provide assistance to people experiencing disadvantage including food parcels and vouchers, financial assistance, assistance with energy bills and other debt, budget counselling and the provision of other material items such as furniture, clothing and bedding. Importantly, our members also provide vital emotional support and referral services as needed.

The St Vincent de Paul Society is a leading provider of community support services and has close to 100 Special Works across the State in the areas of homelessness, mental health, disability, financial counselling, supported accommodation, refugees and migrants and addiction counselling.

Our work is funded by all levels of government, the generous support we receive from the community and our 250 Retail Centres across NSW.

### Position Overview

The Community Development Officer provides strategic guidance, support and assistance to the Central Council in working towards the Society's Mission and Vision and Strategic Plan of strengthening our service and partnerships which allows the Society to offer a 'hand up' to people in need. The overall goal is to increase and enhance our reach across the community through service delivery and community engagement.

## Key Responsibilities

- Develop a Wagga Wagga Central Council Community Development Strategy and Local Delivery Plan that supports the Society's overarching NSW Strategic Plan.
- Work alongside internal and external partners to build relationships within the community. Engage and collaborate with these partners to develop and facilitate initiatives which strengthen community capacity and sustainability.
- Undertake research and analysis to support the development of key projects which align with the Society's strategic priorities.
- Use project management methodologies to co-ordinate, report on and evaluate projects and events to ensure efficient delivery and consistent high quality outcomes
- Identify and secure grants and funding from internal and external sources to support the delivery of programs and initiatives
- Work alongside the Member and Volunteer Development Coordinator (MVDC) to recruit, induct, train, develop, support, mentor and manage volunteers to assist with program implementation and sustainability.
- Produce and distribute promotional material to internal and external partners that directly relate to your area of responsibility and promote the Society.
- Keep abreast of current trends and initiatives within the community sector
- Actively seek out and engage in networking opportunities that will enhance relationships between the work of the Society, the Community and external partners.
- Actively participate as a member of the Senior Leadership Team and in building and influencing a strong, supportive and positive culture that is respectful, non- judgmental, and inclusive and that promotes and upholds human rights at all times.
- Maintain and regularly update records and data and generate reports as required.
- Other duties as appropriate and relevant to the position.

## Essential Criteria

- Possession of a qualification within the Community Development area or a related discipline and/or previous experience in a contemporary community development or related role
- High level interpersonal and communication skills (written and oral) with demonstrated ability to relate positively and confidently with a wide range of people/multiple stakeholders
- Evidence of successfully managing, delivering and evaluating significant community projects, inclusive of conducting risk analyses
- Demonstrated ability to manage multiple projects/activities within prescribed budget
- Experience in writing, developing and acquitting funding submissions including budget reconciliation and reporting
- Demonstrated capacity to successfully engage, develop and manage volunteers
- A demonstrated understanding of relevant legislation and issues including child protection, privacy and workplace health and safety
- Well-developed Microsoft Office skills including the ability to create excel databases for the purpose of presenting statistical data
- Current Australian Drivers Licence
- Willingness to undertake regular work related travel.

## **Desired Criteria**

- Prior experience in the not-for-profit sector
- Understanding of research methodologies

*The St Vincent de Paul Society is an Equal Employment Opportunity Employer*