



Position title:	Community Development Worker – Resilience & Recovery Hub Project
Level:	Social, Community, Home Care & Disability Services Award (SCHADS) – Level 4
Employment type:	Contract, part-time until 30 June 2023 or for the period of the funding, whichever is earliest.
Employment hours:	42 hours per fortnight
Reporting to:	Project Leader
Effective date:	31 March 2022

Organisational Context

Springwood Neighbourhood Centre Co-operative Ltd (SNCC), established in 1978, is a registered charity and community organisation, linking people, resources and ideas. SNCC applies the principles of social justice to the wellbeing of the community. We aim to improve the quality of life experienced by our residents in the Springwood area and the wider Blue Mountains region by identifying needs in the community and developing services and programs to meet those needs.

Our organisational objectives are guided by the main principle of social justice (equity, access, participation, rights) and our vision of striving for a community that is vibrant, caring and inclusive. SNCC is committed to equal employment opportunity and the work health and safety of our employees, volunteers, clients and visitors. We believe in dignity, respect, privacy and confidentiality.

SNCC is passionate about identifying, supporting and empowering vulnerable and disadvantaged community members, and the development of self-help initiatives and support networks to enhance opportunities for individuals and strengthen community resilience and connection. Our service structure strongly focuses on community resilience building, children and families, ageing and disability.

Resilience & Recovery Hub Project

SNCC received a grant under the Bushfire Local Economic Recovery (BLER) Fund for investment in the Resilience and Recovery Hub Project. The grant received under the BLER Fund is jointly funded by the Australian and NSW Governments and supports social and economic recovery of communities impacted by the recent 2019-2020 bushfires through locally led initiatives.

Under the project, SNCC will develop a website designed to service the Blue Mountains Local Area Government (LGA) and centralise trusted bush fire related resources, information and support services. We will also deliver a bush fire property preparation service.

Position Purpose

The Community Development Worker is responsible for developing, implementing, delivering and evaluating a program of community activities under the funded 'Resilience and Recovery Hub' project in accordance with the identified deliverables and budget.



Position Summary

The position is responsible for collaborating closely with other Resilience and Recovery Hub project team members to develop a program of activities designed to educate the community and drive awareness of key project deliverables.

This position is responsible for extensive stakeholder engagement. You will educate the community, reinforce links with various Government and community organisations and apply person-centred methodologies as you co-design activities that best suit each identified target audience.

About You

You possess energy, passion and creativity for developing and delivering localised solutions that will help build community bush fire resilience with an emphasis on bush fire preparedness. You are committed to SNCC's vision, mission and ethos and in continued learning and participation in appropriate development opportunities as they arise.

Position Duties

- Develop, promote and deliver a program of community-centred activities and events across the Blue Mountains LGA (some weekend work is required for community events)
- Participate in bush fire resilience related networking meetings
- Conduct research, and collect, analyse and report on data
- Develop a work plan to help you effectively plan, deliver and evaluate a program of activities
- Contribute to website development and identifying bush fire related resources, information and support services to be uploaded
- Develop genuine, effective and collaborative working relationships internally and externally and actively seek opportunities to develop mutually beneficial partnerships and collaborations
- Consult with community residents and organisations
- Deliver activities in accordance with project deliverables and budget
- Create social media content and marketing material to support your program of work (e.g. flyers, banners, handbooks, forms)
- Contribute to the development of a strategic project, marketing and communication plan
- Contribute to planning the bush fire property preparation service to be delivered under Tranche 2 of the project
- Support SNCCs drop-in centre operation (typically one shift per week) and other team member functions as required (in a back-up or under-resourced capacity)
- Comply with work health and safety requirements to maintain your safety and keep safe your colleagues (paid and unpaid) and the public to the extent that is reasonably practicable



Key Skills and Experience

- Experience working in the community sector
- Good understanding of bush fire and disaster management and resilience and the location of related resources, information and support services
- An understanding of community development and engagement principles
- Strong stakeholder engagement skills and the ability to manage different opinions effectively and respectfully
- Demonstrated ability to develop and maintain effective working relationships and apply a collaborative and consultative approach
- Ability to develop, coordinate, deliver and evaluate community engagement activities and identify community unmet needs
- Strong interpersonal and written, verbal and social media communication skills
- Well-developed research and project coordination skills
- Astute time management skills and the ability to manage conflicting priorities, apply initiative and work effectively with minimal supervision
- Ability to work both independently and as part of a team
- Solid computer skills (MS Office Word, Excel, Outlook) and confidence using technology

Qualifications, Checks and Licences

- A Certificate III or higher in Community Services or a related field or equivalent relevant experience
- Driver licence with the right to drive in NSW (own vehicle required, vehicle allowance applies)
- Police Check (willingness to provide or undergo)
- Working With Children Check (willingness to provide or undergo)

Responsibilities and Authorities

You are responsible for fulfilling the duties of your position in accordance with regulatory and legislative obligations; SNCC's policies and procedures; project funding obligations; and reasonable directions given to you by the SNCC Board, CEO or Project Leader.

You must seek formal authorisation from the Project Leader or CEO to make any verbal or written commitment or agreement that has a potential financial impact on SNCC or the other party to such an agreement.