Senior Community Development Officer

Work Unit	Program Delivery- Victoria/Tasmania
Classification Level	3
Employment type	Continuing, Full time (1.0)
Work location	Melbourne Office
Reporting line	Regional Community Development Manager/ State Manager
Supervisory Responsibilities	Nil
Date document created or updated	7/07/2017

Position purpose

The Senior Community Development Officer (SCDO) will be responsible for community program implementation and delivery across the Alcohol and Drug Foundation's Programs. This will be achieved through the delivery of an integrated suite of programs and projects to support communities to build their resilience to reduce the impact of alcohol and other drug related harm. The focus is to deliver our programs and work in ways that support the integrity and culture of the communities we engage with, including Aboriginal & Torres Strait Islander communities.

There will also be the opportunity to contribute to the development and evaluation of innovative solutions and strategies to build the strength and capacity of local communities to address drug and alcohol-related harms.

Organisational context

Celebrating more than 50 years of service to the community, the Alcohol and Drug Foundation is Australia's leading body committed to preventing alcohol and other drug problems in communities around the nation. Our aim is to create an Alcohol and culture that supports people to live healthy, safe and satisfying lives, unaffected by drug and alcohol problems.

The Foundation's work reaches millions of people in local communities through sporting clubs, workplaces, health care settings and schools, offering educational information, drug and alcohol prevention programs and advocating for strong and healthy communities. The Alcohol and Drug Foundation is proudly independent and not-for-profit.

Our services and programs include:

- Alcohol and drug information
- Program Delivery in communities
- Workplace services
- Policy and advocacy

Organisationally, the ADF is characterised by 4 key values – Courage, Collaboration, Impact and Adaptability.

For further information, please go to our website: http://www.adf.org.au/

Key Relationships

Internal Relationships:
- State Manager
- Regional Community Development Manager
- Indigenous Action Working Group
- State and/or Territory staff, other ADF Business Units and project teams

External Relationships:
- Indigenous consultant/ mentor
- Indigenous networks in Victoria/Tasmania
- Local Councils
- Community based health, welfare, treatment organisations and partners
- Community members
- Good Sports Project Officers/ Community Partners
- State and Association sporting organisations
- Local sports clubs
- Local & State/Territory Government representatives

Responsibilities

Program Delivery

- Deliver ADF programs, utilising a range of delivery methods including provision of services in the community, ensuring programs meet agreed key performance indicators

- Utilise a range of available technological formats to deliver program services efficiently and to expected quality standards across communities.

- Plan, implement, monitor and evaluate programs and initiatives.

- Identify, give advice and advocacy on emerging community drug and alcohol related issues, ensuring that the diverse interests and views of stakeholders are given appropriate consideration alongside program goals.

- Support identified communities to build resilience to reduce alcohol and other drug related harm, developing community capacity building activities, within a framework of sustainability.

- Support the delivery of regional forums, promote and represent the ADF and its programs and initiatives.

- Promote and support the Alcohol and Drug Foundation's programs, exploring opportunities for engagement, collaboration, partnerships and capacity building within community sport and other community settings.

- Contribute to the delivery of the ADF Reconciliation Action Plan.

Stakeholder Management

- Develop and manage strong, professional working relationships with key stakeholders to foster coordinated, collaborative and effective action on drug and alcohol related harm.

- Understand community needs and facilitate discussion of a range of suitable ADF products and programs – diagnose, influence and engage with the community.

Program Monitoring & Evaluation

- Utilise the ADF ICT system to plan, monitor, forecast and measure program activities and outcomes to deliver programs efficiently and to expected quality standards.

- Provide feedback to the State Manager/Regional Community Development Manager and more broadly on the development of projects, policy and procedures that support the implementation and continuous improvement of ADF programs.

- Prepare reports to meet internal and external information and reporting requirements across program delivery as required.

Capability Profile

Formal Education

- Bachelor degree in health or community related field, or demonstrated experience in a similar community development role.
- Demonstrated success in delivering health promotion programs with a strong community focus.

Key Selection Criteria

Essential

- Recognised and identifying as an Aboriginal or Torres Strait Islander person

- Understanding of, and commitment to, community development and community capacity building across a range of community settings.

- An understanding of Aboriginal and Torres Strait Islander communities and culture and an interest in working together with communities and ADF staff to achieve outcomes.

- Experience delivering programs/engaging with people face to face, by phone, Skype, focusing on a range of strategies to promote productivity and quality outcomes in alignment with the strategic direction of the organisation.

- Strong communication skills, including highly developed written and group presentation skills.
- Ability to resolve conflict, solve problems and conduct complex negotiations.
- Stakeholder management skills with a proven ability to influence, lead change and inspire others.
- Excellent organisational skills with the capacity to work autonomously and as part of a team.
- Ability to undertake, manage and review projects and initiatives of a complex and sensitive nature.
- Capability and preparedness to embrace and lead adoption of new IT platforms and systems.

- Hold a current driver's license and access to a vehicle.
- Understanding of drug and alcohol-related issues.

Desirable

- Understanding and experience of community sport and working with volunteers.

The successful candidate must be willing to undergo a Working With Children and Police check. Due to the location and availability of stakeholders it is likely that travel and outside of office hours working will be required.

Key Competencies (See table below)

Competency	Definition	Importance
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	Essential
Build & Maintain Relationships	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers and suppliers, as appropriate. Builds harmonious and positive alliances	Essential

	with relevant professional contacts.	
Developing Others	Actively seeks to improve others' skills and talents. Provides constructive feedback, coaching, training opportunities and challenging assignments. Encourages development. Monitors performance and provides relevant feedback and advice.	Essential
Planning & Organising	Sets action plans for work and organises time and resources as appropriate. Plans own work (and work of others if required) and establishes priorities, deadlines and objectives.	Essential
Results Orientation	Takes responsibility and accountability for achieving required actions and outcomes. Keen to complete tasks and see things through to the end.	Essential
Team Work	Cooperates and works well with others in the pursuit of team goals. Shares information and supports others.	Essential