



Position Title

Position Title:	Community Development Coordinator
Location:	Alice Springs
Reports to:	Head of Community Development
Tenure:	Fixed term 12 month contract
Classification:	SCHCADS Modern Award Level 6 (depending on qualifications and experience).

Background

The Children's Ground Approach is a First Nations organisation designed by First Nations people. We are committed to systems change to ensure dignity, justice and equity for all children and families. Our work focuses on national reform as well as evidencing a new way of working. The Children's Ground Approach is a whole of community, whole of life approach. We partner with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

We celebrate First Nations children and families and back their vision and talent to transform their communities from extreme stress and economic disadvantage to communities of opportunity and wellbeing.

Children's Ground operates in Central Australia and across the Top End, with support provided by a Melbourne-based Shared Services team.

Position Summary

This position will be responsible for the overall coordination of Community Development in Children's Ground communities in Central Australia.

You will work with all communities and staff ensuring community plans are in place and updated for annual operational planning each year and reviewed through the year in local Governance meetings.

You will be responsible for supporting local community ownership, governance, planning and community projects.

You will provide oversight on projects related to Irrkerlantye and the existing CG agreement with the Northern Territory Government, as well as projects with other organizations as they arise.

These projects will provide essential planning and design towards achieving the goals of the community.

The government grant will be utilised to significantly progress the overall project to the point of attaining preliminary planning approval, with fully costed plans for all future infrastructure. At the same time, it will alleviate the current hardship faced by residents.

Your time is likely to be 2 to 3 days with Irrkerlantye work and 2 to 3 days in your coordinator role, depending on the ebb and flow of the work.

This position will require excellent communication skills across a broad and diverse group of stakeholders. It will be responsible for supervising and coordinating this project within the context of the Children's Ground Approach and in the context of Children's Ground's Central Australian operations (as per below).

This role will support the key principle of place-based delivery and local community ownership, governance, planning and delivery.

Engagement, empowerment and fostering of leadership skills through governance capacity will be key outcomes of this position.

Key Responsibilities

1. Support the governance and reporting process for all Children's Ground communities.
Work with all communities and staff ensuring community plans are in place, updated and reviewed throughout the year in local governance meetings.
Support community leadership groups and the wider CG staff to carry out community plan reporting every 6 months, including reporting back to their communities.
2. Provide project management and oversight for the NTG funding for Irrkerlantye as outlined in the Children's Ground | Project Plan | Irrkerlantye (White Gate), December 2022 as per the Essential Services Infrastructure at Irrkerlantye funding agreement.
Duties include:
 - Undertaking the work of the Project plan ensuring reporting is completed and submitted on time.
Most work will be contracted out (as seen in project plan) with some infrastructure such as solar power for tin sheds, road improvements, design work to be carried out.
 - Working closely with the Kweyenpe Aboriginal Corporation, in particular their leadership group, to support their governance and ensure they are up to date and understand what the project works being undertaken entails, and that they are involved in relevant decision making.
 - Liaising with Lhere Artepe to work through and complete land tenure for Irrkerlantye with the approval of the ILUA. Thus allowing the works to take place.
 - Liaising with CG contractor Chris Bird (Landscape Architect), who will provide expert assistance, technical advice support, and help with organising conveyances, geotechnical and surveyors.

- Investigating scope for housing design/development.
- Where possible utilising local people for work related to projects.
- Managing working with stakeholders.
- Maintaining ongoing Irrkerlantye community development projects as identified through their community planning meetings.
- Supporting the review, reporting and further development of the Irrkerlantye Community plan.
- Managing the NTG budget with support from finance.

3. Work as the CG Community Development Coordinator to:

- Provide support and guidance for Mpweringke Anapipe (MA) to facilitate the Walk and Talk consultation with all communities in the MA region; facilitate identified community projects and support the growth of the MA hubs.
- Support communities to create work plans to action goals identified through their community plans ensuring local community ownership and delivery.
- Work with the evaluation and data team in relation to robust data collection and any key projects
- Work with the Operations & Community Development Officer and Men's team to ensure a coordinated and integrated approach to community development activities.
- Provide information to all staff about the role of Community Development within the Childrens Ground model, supporting an integrated approach through CG operations.

4. Support Regional Governance

- Promote good communication between CG Governance Group, and the Irrkerlantye community group and their community members.
- Support community attendance at meetings; in particular, supporting a wider representation from elders living in Mparntwe who may not be involved in LWB activities.

5. Support Childrens Ground events

- Work with communities and CG staff to support community events at the CG central hub and in community. This includes events organized for philanthropic visits or government department visits to communities as well as community identified events.

6. Support the growth and development of a CDW team with representation from each community

- Encourage and assist interested community members into employment at CG with a focus for community development, where funding is available.

7. Reporting

- Report to and seek guidance and contribution from the CA Governance committee
- Maintain accurate, up to date records
- Complete biannual Community Plan reporting and quarterly internal reporting for Children's Ground.

8. Relationships and stakeholder management

- Develop collaborative relationships with service partners, participating in local Service Delivery Forums, to promote service collaboration and integration
- Liaise with a wide range of organisations and businesses who have a shared interest in following the leadership of community members and the goals of individual Community Plans. Develop, strengthen & maintain relationships.
- Maintain joint working relationships across Children's Ground operations.
- Represent Children's Ground in key meetings as requested.

9. Operational systems and standards

- In collaboration with Directors:
- Ensure all programs are delivered with quality and integrity
- Develop community led, governance standards and practice
- Ensure Policies and Procedures are in place, reviewed, implemented and updated as needed
- Ensure compliance with relevant regulations, laws and standards
- Ensure risk management policies and systems are up to date
- Operate within the requirements of Children's Ground philosophies, policies and procedures as well as regulatory requirements.

10. Contribute to Children's Ground

- Be a positive, innovative and active member of Children's Ground and participate and support broader activities of the Alice Springs office
- Contribute to strategic planning, organisational development, management work plans & policy
- Support a strong, connected, respectful and supportive organisation
- Actively work towards learning Arrernte, with a view to use in basic conversation with the community
- Participate in professional development programs offered by Children's Ground
- Undertake other tasks as requested to support the delivery of Children's Ground.

Additional Duties

The Community Development Coordinator shall:

- a) Observe and carry out all lawful directions in relation to the performance of the duties and functions under their Contract;

- b) Disclose any financial or other interest relating to the business of Children’s Ground in accordance with the Act or which conflicts or may conflict with the discharge of the duties or functions of the office and comply with any reasonable direction given by the Employer in respect of that interest; and
- c) Devote the whole of their professional effort to their employment and not hold any position or take on any activities, which may in any way be seen to conflict with the duties or functions under this Contract unless approved by Children’s Ground Ltd.

Location and Hours Worked

This is a full time position (38 hours per week) and will be based at Children’s Ground Alice Springs hub (2 South Terrace, The Gap). At times, hours of work may extend into the evening and/or across weekends and applicants should be flexible in their ability to work outside of normal office hours when required.

Key selection criteria

Key selection criteria for the position:

- Excellent community development skills and the ability to work with all members of a community.
- Prior experience working in FN community development
- Demonstrated high level ability to plan and deliver community development projects
- Strong people skills – teamwork, engagement, supervision
- Excellent communication and interpersonal skills, both verbal and written
- A current full driver’s license
- Willingness to undergo a national police check and Ochre Card application (if an Ochre Card is not already held)

Desirable Attributes

- Degree or recognised qualification is an advantage
- Experience working in a start-up environment with implementation of processes and systems from scratch
- Experience working in a cultural-based learning and wellbeing environment.
- Experience working with First Nations communities in Central Australia
- 4WD experience

Personal Attributes

- Self-starter who thinks systemically and thrives in an environment that is ambiguous and complex
- Creates and embraces a culturally diverse workforce
- Passionate about social justice and improving outcomes for First Nation communities
- Highly collaborative
- Innovative and thinks adaptively about problem resolution
- Initiative and ability to work in a remote setting without face-to-face supervision

- Focus on achieving excellence.
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Work Health & Safety

This role will require working regularly in outdoor conditions, in extreme heat during the summer, sitting, standing and moving around in outdoor settings, including getting in and out of motor vehicles and remote location work. At times it may require heavy lifting up to 20kg.
