



Community Development Coordinator

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

Children's Ground is a First Nations organisation. 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, designed by First Nations people. 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 coordination of community development in identified Children's Ground communities in Central Australia.

Working alongside a community based (First Nations) community development lead position (CD lead), you will support local community ownership, governance, consultation and planning. Together you will oversight projects identified by community and will collaborate with other stakeholders as they arise. These projects will provide essential planning, design and implementation of actions that work towards achieving the goals outlined by the community. The engagement, empowerment and fostering of leadership skills through governance capacity will be key outcomes of this position.

This position will require excellent communication skills across a broad and diverse group of stakeholders and will support the key principle of place-based delivery according to the Children's Ground Approach.

Key Relationships

Reports to: Head of Community Development
Key Internal liaison: All CG staff, location based governance committees
Key External liaison: Community members, Tangentyere Council Community staff, service organisations based in Alice Springs

Key Responsibilities

1. Community agency and respect for local cultural knowledge and language

- Be guided by and support the community based CD lead, to work with everyone in the community to discuss local aspirations, ensuring that our operations actively promote local cultural knowledge, safety and practice.
- Encourage and support all First Nations families, valuing their ideas, strategies and aspirations.
- Support the revitalization and preservation of Indigenous languages, traditions, and cultural practices.
- Advocate for policies and practices that reflect the community's cultural values and priorities.

2. Community Engagement and Collaboration:

- Build and maintain strong relationships with community members, elders, youth, and leaders to understand development needs and priorities.
- Facilitate planning and logistics for community events, workshops, meetings and cultural celebrations to promote community pride and engagement and to ensure diverse perspectives are included in development plans.
- Engage with community members to capture their ideas and aspirations, encouraging participation in learning programs and other CG initiatives.
- Encourage and empower community members to take ownership of development projects and initiatives such as infrastructure improvements, housing, education, employment programs, and environmental sustainability initiatives.

3. Governance and leadership

- Facilitate and support the development, delivery, and review of Community Plans, meeting reporting requirements in line with the CG philosophy and in collaboration with local community leadership and the broader community.
- Support the reporting processes for Children's Ground communities ensuring community voice is strong.
- Strengthen and maintain local governance processes, ensuring at least 3 governance meetings are held each quarter in community. These may be held during the day, at family nights or on camps as directed by community.
- Foster leadership development within community members through meeting attendance, sharing of information, meetings with stakeholders etc. and provide vital communication where relevant between community members, government agencies, non-profits, and other organisations.
- Track the progress and impact of community programs, providing recommendations for improvements.

4. Integrated delivery

- Support the delivery of the CG integrated service platform, collaborating regularly with each of the teams, to strengthen program delivery.
- Strengthen relationships with families to support engagement with CG activities and ensure multiple communication methods are used to keep community members informed.
- Assist in the delivery of learning and wellbeing sessions when required to nurture relationships with families and children and support continuity of sessions.
- Plan and deliver at least 2 family camps annually, to promote cultural learning, community connection, and engagement.
- Use learning and wellbeing sessions as a platform for meaningful community discussions and the development of broader initiatives.

5. Information and data systems, monitoring and reporting

- Ensure user data and information is being recorded to meet the monitoring and evaluation needs.
- Train and support staff to document and record data.
- Undertake assessments and relevant research in consultation with the Director, Central Australia Region and the Director of Research and Evaluation.
- Oversee development and management of a library of resources from within and outside of community including videos, books, papers, etc.
- Maintain confidential, organised and up-to-date files.
- Prepare reports as requested.

6. Relationships

- Develop and maintain relationships with key partners including local organisation.

- Maintain strong joint working relationship across Children’s Ground operations.
- Represent Children’s Ground in key meetings as requested.

7. Contribute to Children’s Ground

- Be a positive, innovative and active member of the Children’s Ground Central Australia Region team.
- Contribute to strategic planning, organisational development, management work plans & policy formation.
- Support a strong, connected, respectful and supportive organisation.
- Participate in professional development programs offered by Children’s Ground.
- Participate in Arrernte language classes and practice its use in interactions with First Nations people, with a view to developing at least basic level of language competence.
- Undertake other tasks as requested to support the delivery of Children’s Ground Central Australia Region.

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.
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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.

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 First Nations 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 can be 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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