

POSITION DESCRIPTION

Community Development Worker (POS2309) (POS2310)
(POS1308)

Directorate:	City Community and Culture	Department:	Community Development and Planning
Position Grade:	13	Reports to:	Coordinator Community Development
Last review:	September 2020	Next review:	September 2022 Version No.: 2.0

Position purpose:

To provide community development work to ensure social cohesion, inclusion and community connectedness as part of Council's Community Development Program.

Key accountabilities/responsibilities:

Responsible for:

- 1) Develop and implement community development projects and programs;
- 2) Contribute to Council's broader strategic and operational outcomes;
- 3) Raise awareness of Council's functions and services with community members through community engagement programs and activities;
- 4) Develop and maintain strong relationships with internal and external stakeholders; and
- 5) Consult and provide expert advice and guidance to Council on community needs and issues.

Decisions made in the position:

- 1) This position had no formal delegation of authority.

Decisions referred:

- 1) Consultation with internal and external stakeholders regarding plans, projects, events and other initiatives.
- 2) Financial/budget expenditure.

Key issues/challenges:

- 1) Developing an outcomes approach and 'best practice' solutions.
- 2) Managing community expectations.
- 3) Managing within funding constraints and competing priorities.
- 4) Rapid City growth and cultural diversity.
- 5) Working outside normal business hours, as required.

Key working relationships:

- Director City Community and Culture
- Mayor and Councillors
- Manager Community Development and Planning
- Coordinator Community Development
- Community members
- Community Services sector

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POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Qualifications/Licences

- Tertiary qualifications in Social Sciences or a relevant field or equivalent experience.
- Current Class C Driver's Licence.

Experience

- Community Development practice and trends.
- Initiating and coordinating community projects.
- Planning and undertaking community consultation, advocacy and engagement.
- High level collaboration and partnerships with a broad range of stakeholders, including community members and organisations.
- Developing and implementing policies and strategies.

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity.
- Project management.
- Preparing high quality documentation and presentations.

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Knowledge of issues, legislation, policies and services in relation to access and equity for vulnerable community members

Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous