



Performance Profile Community Development Officer

Our Vision	Our Objectives	Our Values
A vibrant coastal community, connected to the environment, living the village lifestyle.	<ul style="list-style-type: none"> Enhance community connection and well-being. Operate as environmental custodians for the future. Support local jobs, industry, and small business and facilitate sustainable development. 	Consistency Sustainability Honesty Integrity Teamwork Transparency Respect
Our Commitment		
Protect what makes us special, improve our quality of life, and plan for future generations.		

Position:	Community Development Officer	Direct Reports:	No direct reports
Department:	Community Services		
Reports to:	Manager Community Services		
Status:	Full-time		

Performance Summary

The Community Development Officer is responsible for:

- Planning, implementing, and evaluating programs and initiatives aimed at enhancing the well-being and engagement of our community.
- Supporting youth, seniors, and people with disabilities by identifying community needs, fostering partnerships, and promoting active participation in community life.
- Having a strong commitment to social justice, an understanding of issues affecting young people, seniors, and people with disabilities, excellent communication skills, and the ability to work collaboratively with diverse groups.

Key Responsibilities

- Develop and implement approved community development programs and initiatives that align with our strategic objectives.
- Monitor and evaluate the effectiveness of community development programs and initiatives, maintaining accurate records of activities and outcomes.
- Engage with community stakeholders to identify needs, gaps in services, and opportunities for improvement.

- Build relationships with local organisations, government agencies, and other support agencies to achieve better outcomes for the well-being of youth, seniors, and people with disabilities.
- Organise and facilitate community events, workshops, and meetings related to youth, seniors, disability portfolios.
- Liaise with Event Management Contractors and prepare Expressions of Interest and Memorandum of Understanding for outsourced events.
- Source funding opportunities, prepare grant applications and acquittals, and manage grant-funded projects.
- Manage the delivery of the Shire's Community Grants Program.
- Prepare agendas, minutes and reports related to Community Development.
- Prepare and monitor the Shire's Disability Access and Inclusion Plan, providing an annual progress report to the Department of Communities.
- Facilitate the Shire's Accessible Working Group.
- Prepare and monitor community development specific budgets.
- Ensure processes and protocols are in place for compliance with all relevant legislation and Council policies and ensure that risks are being managed.
- Be solution focused, have a 'can do attitude' and operate strategically.
- Look for opportunities to innovate.

Position Requirements

- Demonstrated experience in community development or a similar role
- Sound knowledge of Community Development practices and principles
- Previous experience in the coordination/management of functions and events
- Experience with grant writing and acquittals
- Good understanding of issues affecting youth, seniors, and people with disabilities
- Good time management and project management skills and the ability to multi-task
- Proficient in Microsoft Office
- Ability to work independently and as part of a team
- Current Working with Children Check
- Current National Police Clearance
- Current 'C' class drivers licence

General Accountability, Attitude, Behaviour and Conduct

Every person carrying out work for the Shire has a personal accountability, obligation and responsibilities, attitudes, behaviour and conduct, as detailed in the Shire's Code of Conduct, including:

- Adhering to management directives and approved policies and procedures.
- Taking reasonable care to ensure personal safety and health at work of themselves and other persons.
- Adhering to lawful and reasonable directions from the employer and particularly those relating to employee integrity, confidentiality, Shire reputation, efficiency, fraud and corruption prevention.
- Respecting and maintaining Shire values and culture.

Certification

As the occupant of this position, I have noted and agreed to the Values, statement of duties, responsibilities and other requirements as detailed in this document.

NAME _____

SIGNATURE _____

DATE _____

MANAGER _____

SIGNATURE _____

DATE _____

PERFORMANCE PROFILE REVIEWED

DATE January 2025