

COORDINATOR, COMMUNITY DEVELOPMENT

POSITION DESCRIPTION

Position Title:	Coordinator, Community Development
Responsible To:	Project Lead, Creative City
Council Portfolio	City Community
Council Program:	City Culture
Classification Level:	Salaried Level 5

Overview of Portfolio

The City Community Portfolio strives to deliver exceptional experiences for our community and customers, providing opportunities for creativity, recreation and wellbeing in a city that is safe, accessible and supportive of all our communities.

Overview of Program

The City Culture Program creates brilliant experiences for all who choose to live in and enjoy our City. By activating and curating places and spaces, and providing opportunities for creativity, recreation, and wellbeing, we connect, support and inspire our diverse community, and draw more people to Adelaide to live, study, work and play.

Key Relationships / Interactions

Internal	Employees across the City Culture Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams Council Members
External	Residents Resident and Precinct Groups Community members and networks Peak bodies, community organisations and stakeholders Department of Human Services and other Government departments and other relevant authorities Non-government organisations Other key stakeholders

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Primary Purpose

As part of the City Culture Program, the Coordinator, Community Development will build community capacity to support and strengthen thriving communities and neighbourhoods, with a focus on the southwest of the City of Adelaide.

The Coordinator, Community Development will deliver on the outcomes and requirements of the Department of Human Service's Community Neighbourhood Development Funding Program. This includes facilitating services for a wide cross section of the South Australian community, with priority for those who are vulnerable, socially isolated and/or disadvantaged, and those experiencing family domestic violence and children and families at risk.

Responsibilities

The Coordinator, Community Development is responsible for:

- Fostering inviting, safe, inclusive spaces in City of Adelaide community centres that welcome individuals and groups from diverse backgrounds and brings communities together.
- Developing and maintaining productive partnerships, networks and relationships with service providers, organisations, and individuals for the delivery of programs and services that respond to enduring and emerging community needs.
- Building the capacity of community members to actively participate in community life by using Community Development principles and practices and through the promotion of information and resource sharing.
- Coordinating a thriving volunteer program that engages and empowers individuals and strengthens community connections.
- Developing and implementing an annual Action Plan and Community Needs Analysis.
- Designing and implementing evaluation surveys and assessments to inform improvements to programs, services and processes.
- Efficiently collating, recording, reporting and analysing outcome and program data and performance review information using City of Adelaide and DHS platforms and channels.
- Providing accurate and timely financial acquittals and audited financial statements.
- Maintaining knowledge of community development trends to provide high quality advice and deliver relevant, responsive programs.
- Providing excellent customer service within the community centres and as part of the community outreach program.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in Community Development / Social Sciences or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
People Management	Experience in the leadership of volunteers, employees and community members including coaching, training and performance management.	Essential
Financial Skills & Acumen	Understanding of budget management, sound numeracy and reporting skills. Experience in monitoring and reporting against performance indicators, budgets and targets.	Essential
Technical Knowledge & Experience	Knowledge of and demonstrated ability to apply strengths-based community development principles. Experience in and sound understanding of tools and principles underpinning the development, implementation and evaluation of community programs and services. Demonstrated planning and problem solving skills and the ability to develop strategic approaches to meet objectives. Experience in networking, liaising, consulting and negotiating with a wide variety of people including staff, volunteers, customers and stakeholders.	Essential
Project Management	Demonstrated achievement in the initiation, development and implementation of projects in community setting.	Essential
Innovation & Initiative	Ability to demonstrate initiative and innovative thinking and problem solving. Proven ability to work collaboratively within a high functioning team which values innovation and creativity.	Essential
Resource Management & Decision Making	Proven ability to make independent decisions and work under limited direction, having regard to policy guidelines, organisational practices and political context. Ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential

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Customer Commitment & Integrity	A commitment to internal and external customers, demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility. Ability to accept accountability and responsibility to work towards agreed goals and KPIs.	Essential
Collaboration & Communication	Proven ability to build positive relationships and beneficial partnerships, consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders and a broad range of community members, both verbally and in writing. Experience with grant writing, report writing and public presentation skills.	Essential
Administrative Skills	Demonstrated experience and high level of understanding of Microsoft Office. Ability to learn and use software efficiently and accurately. A high level of organisational and time management skills. An awareness of Workplace Health and Safety issues, standards and actions in the workplace.	Essential
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Very Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.