

Position Description

POSITION TITLE	Senior Coordinator, Youth and Communities
POSITION NUMBER	104820
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 7
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Youth and Communities
LOCATION/S	Alice Springs or remote based in East and West Communities
SUPERVISOR	Regional Manager, Youth and Communities
POSITIONS SUPERVISED	This position has 3-4 direct reports

PRIMARY OBJECTIVE

The Senior Coordinator, Youth and Communities is responsible for overseeing the delivery of Youth, Sport and Recreation Programs and Community Safety Programs to promote community safety and recreation and youth activities in the Region in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Contribute to the strategic and sustainable development of Youth and Community Services within the Central Desert Regional Council and supervise, oversee and administer program services for Community Safety and Youth, Sport and Recreation.
2. Design, develop and deliver youth and safety programs which are responsive to the needs and circumstances of local communities.
3. Create strong working relationships with Youth and Community Safety employees to support them in undertaking their duties and responsibilities effectively and nurturing an environment in which initiative is encouraged and practiced.
4. Work collaboratively on the development and coordination of training and professional development for all Youth & Community Safety employees.
5. Work with community leaders, clients, community organisations and government agencies to plan, design, implement and monitor strategies on the engagement of youth in sport and recreation activities.
6. Develop local conflict management processes, build community capacity to respond to family violence and support employees and clients through stressful and dynamic situations.
7. Work with community leaders, clients, community organisations and government agencies to plan, design, implement and monitor strategies in responding to family violence.
8. Supervise, coach and mentor the team and drive team practices to deliver quality services, ensuring that Council policy and WHS obligations are complied with.
9. Provide detailed, regular reports / updates to the Regional Manager on program status, risks and contingencies.
10. Be engaged in an effective and proactive health, safety and wellbeing culture.
11. Any other reasonable duties delegated by the Supervisor which are within level.

SELECTION CRITERIA

Essential

1. Demonstrated considerable experience in Youth, Sport and Recreation and/or Community Safety.
2. Demonstrated ability to lead, manage and develop employees from a range of cultural backgrounds.
3. Demonstrated experience in the design and delivery of community services, with a focus on remote communities.
4. High level written and verbal communication skills with the ability to consult and negotiate sensitively and effectively with Aboriginal people and build and maintain working relationships with all stakeholders, in a client-focussed and cross-cultural environment.
5. Well-developed information technology skills including MS Office and ability to use computer programs to produce clear and sound based reports in a timely manner.
6. Ability to apply effective, practical approaches to issues, and be flexible and responsive to the needs of stakeholders.
7. An awareness of the socio-economic factors affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
8. Current Class C (Manual) Licence and willingness to undertake 4WD training and travel to and stay overnight in remote communities as required.
9. Acceptable Police Check.
10. Ochre Card.

Desirable

1. Possession of qualifications in Youth, Sport and Recreation, Mediation or Community Development.
2. Demonstrated experience working effectively with Aboriginal people and in culturally and linguistically diverse environments.

Approved: SIGN and DATE HERE

Leslie Manda, Chief Executive Officer