

Position Description

POSITION TITLE	Roving Coordinator, Youth and Communities
POSITION NUMBER	104830
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 6
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services / Youth and Communities
LOCATION/S	Alice Springs
SUPERVISOR	Regional Manager, Youth and Communities
POSITIONS SUPERVISED	This position has no direct reports

PRIMARY OBJECTIVE

The Roving Coordinator, Youth and Communities is responsible for supporting the delivery of Youth and Community Programs for youth in community and working collaboratively on strategic and sustainable planning to promote community safety in the Region 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 for youth in community and supervise, oversee and administer program services.
2. Provide support to the Regional Manager, Youth and Communities to plan, design, implement and monitor strategies on the engagement of program participants by working collaboratively with community leaders, clients and community organisations.
3. Engage with program participants to provide high quality services and activities taking into consideration individual needs, using a strengths-based approach and engaging people in relevant interests and capacity building.
4. Supervise, coach and mentor Team Leaders and officers, and drive team practices to deliver quality services, ensuring that Council policy and WHS obligations are applied.
5. Provide detailed, regular reports / updates to the Regional Manager, Youth and Communities on program status, risks and contingencies.
6. Coordinate projects and events, improvement action plans, and support the Regional Manager with grant applications
7. Support Team Leaders to coordinate effective youth committees, and participate meaningfully in Community Safety Meetings, in all communities, as required by funding agreements
8. Be engaged in an effective and proactive health, safety and wellbeing culture.
9. Any other reasonable duties delegated by the Manager which are within level.

SELECTION CRITERIA

Essential

1. Diploma or Advanced Diploma in related discipline and/or substantial relevant experience in community services.
2. Demonstrated experience in the delivery of community services, with a focus on remote communities.
3. Proven experience in developing and maintaining positive working relationships with internal and external stakeholders in complex cultural settings.
4. Ability to lead, manage and develop employees from a range of cultural backgrounds.
5. An awareness of the socio-economic factors affecting Aboriginal people in remote locations.
6. Current Class C (Manual) Licence and willingness to undertake 4WD training and travel to and stay overnight in other remote communities as required.
7. Acceptable police check.
8. Ochre Card.

Desirable

1. Experience in working with Aboriginal people and / or people experiencing socio-economic disadvantage.
2. Experience in using community development approaches, techniques and frameworks.