**Position Description - National Development Worker**

**Hours and days of work:** 38 hours per week

**Classification:** Salary range between $90,000 - $100,000 inclusive of 2% over-award as per HAAG EBA, dependent on experience and qualifications

**Term of Employment:** The term is until 31 December 2020 with potential for extension depending on funding negotiations

**Responsible to:** Executive Officer

**Position Objective**

The National Development Worker is responsible for implementing the final stage of the Ageing on the Edge – Older Persons Homelessness Prevention Project. The Project is a partnership with The University of Adelaide led by Dr Debbie Faulkner.

The Project aims to address the rapidly growing problem of older people at risk of homelessness in Australia using an early intervention and prevention framework that focuses on achieving long term sustainable housing outcomes. The Project works with government and community to develop strategies for better housing outcomes for older people, especially those on low incomes, and to integrate service responses across housing, health and aged care service sectors. The Project is in the last year of a five year contract. The final stage will focus on the Project’s plan to lobby for government policy and service implementation.

**Project Aims**

We are four years into a five year project that has the following aims:

* Conduct research and gather evidence on the current and emerging housing and living circumstances of older people on low incomes
* Develop awareness across all states and territories about the growing problem of housing security for older people
* Develop strategic partnerships with not-for-profit organisations that build strong alliances of support
* Conduct lobbying activities to governments with partners at Commonwealth level and in each state and territory
* Create strong linkages with key Commonwealth and state/territory governments that will transform into action
* Develop policy frameworks across states and territories that provide the direction for development of housing and support services for older people
* Introduce funding initiatives at Commonwealth and State/territory levels that provide the investment into better housing and housing information and support services for older people
* Implement programs that create specialist housing services and housing developments for older people

The Project aims are largely complete in South Australia, Western Australia, Queensland and New South Wales. The final year will therefore focus on the Northern Territory, Tasmania, the Australian Capital Territory and Victoria.

**Responsibilities**

Project Specific

* Raise and maintain awareness nationwide about the importance of secure and affordable housing for older people’s wellbeing, and of the growing incidence of housing stress and homelessness amongst this cohort.
* Campaign for better access to housing that suits the needs of older people.
* Support Dr Faulkner to provide timely summary research data reports on older people at risk of homelessness in the states and territories yet to be completed: NT, Tasmania, ACT and Victoria.
* Promote development of effective housing support service models for older people, as described in the Project’s Seniors Housing Gateway proposal and practised in HAAG’s Home at Last – Older Persons Housing Information & Support Service.
* Build on existing work to develop strategic partnerships with not-for-profit organisations that build strong alliances of support
* Participate in state based policy development such as the Ageing on the Edge NSW Forum and the Ageing on the Edge WA Working Group and liaise with key community stakeholders in other states and territories.
* Support the Co-ordinator of the National Alliance of Seniors for Housing (NASH) in the development of NASH plans for 2020.

Financial and Operational

* Ensure adherence to financial accountability and reporting requirements for funding, both internally and to funding body.
* Monitor Project budget expenses in conjunction with the Finance Worker and Executive Officer.
* Ensure that all administrative and management tasks are effectively organised to ensure the smooth operation of the Project.
* Work with the Executive Officer to explore options for future funding.
* Attend HAAG staff meetings where other state commitments allow.
* Provide accountability to the Wicking Trust through attending their annual symposium and produce a final project report.

Community and Service Development of HAAG

* Help develop and implement strategies that further HAAG aims and objectives.
* Attend HAAG general meetings where possible and Committee of Management meetings where required.
* Work with HAAG members and staff towards achieving housing justice for older people.

Accountability and Decision Making

* Report directly to the Executive Officer.
* Provide regular written reports, advice and guidance on Project activities to the Executive Officer and Committee of Management.
* Convene regular remote and in-person progress meetings with project partner Dr Debbie Faulkner.

**Key Selection Criteria**

Essential

* A tertiary qualification in community development, public health, management, social science or a discipline related to the key responsibilities, such as communications, public relations
* A minimum three years proven experience in project management, including stakeholder engagement and preparing reports
* Ability to work autonomously
* High degree of administrative and organisational skills, including time management, planning and goal setting
* Strong written and verbal communication skills, including public speaking, with the ability to present information to a range of stakeholders from government through to people at risk of homelessness
* Must be willing to travel interstate by plane on a regular basis
* A National Police Check is required

Desirable

* Experience in working in a member-based community organisation
* An understanding of the aged care or homelessness system
* A drivers licence

Please briefly address the key selection criteria in your application and provide a resume with details of two professional referees. If you require further information please call Fiona York on 9654 7389.

Address applications to Fiona York, Executive Officer at: fiona.york@oldertenants.org.au

**Closing date for applications: 5pm Friday 28th February 2020**