



Position Description and Selection Criteria

Position: CASP Development Officer

Hours: 21 hours per week

Salary: The position is classified under the SCHADS award as Level 6, pay-point 1, with access to annual increments. ACTCOSS pays above agreement wages at this level according to the ACT Community Sector Multiple Enterprise Agreement and the annual wage is currently \$48,226, plus 9.5% superannuation.

Term: Fixed contract until 30 June 2022

Organisational Context

The ACT Council of Social Service is the peak representative body for community organisations and disadvantaged and low-income citizens of the ACT. ACTCOSS aims to ensure that government policy improves the lives of disadvantaged people and develops a well-resourced, cohesive and sustainable community sector. ACTCOSS is a member of the nationwide COSS network, made up of each state and territory COSS and our national body, the Australian Council of Social Service (ACOSS).

Benefits of the Position

This position is ideal for someone with experience in and a passion for policy analysis, sector development and advocacy that will improve the lives of people living on low-incomes or experiencing disadvantage.

This position will support the work of the Capability team in line with the ACTCOSS Strategic Plan. The position gives the successful candidate a broad and engaging workload, with an opportunity to work in a small but dedicated staff team of 13 people working across policy, communications and sector development.

ACTCOSS interacts with diverse communities, allowing you to meet and connect with people from different backgrounds and circumstances.

ACTCOSS makes every effort to provide a flexible work environment, allowing substantial employee control of their working hours, among other benefits.

Role

The [ACT Community Assistance Support Program](#) (CASP) is an ACT Health program that funds services to provide individuals and carers with support if they are finding daily living activities difficult due to a health issue. ACTCOSS receives funding from ACT Health to provide coordination and support to CASP.

The CASP Development Officer position is ideal for someone with a passion for the work of the community sector, a desire to support organisational and sector development and a keen eye for detail.

It involves connecting with people, connecting 'big picture' ideas with details and requires a well-developed sense of curiosity.

The position will focus on policy and sector development related to community care and health, and the implications of current policy and service reform on access to services, services models, workforce development and broader social policy settings.

The position involves a variety of duties associated with sector development, policy analysis and development, advocacy, research and membership engagement. This includes

- facilitating and attending meetings and committees,
- maintaining good working relationships with CASP service providers,
- writing reports, undertaking time-limited projects and developing relevant publications and documents.

The position liaises with community representatives and ACT government officers as needed.

The CASP Development Officer will work under the limited direction of the CEO and will work closely with other members of the Capability Team. The Capability Team works cooperatively with other staff across ACTCOSS.

The key performance indicators, priorities and time allocation for the various aspects of the role will be determined in cooperation with the CEO.

Duties and Responsibilities

The role of CASP Development Officer will:

- Manage the ACT Community Assistance Support Program (CASP) Network, including providing detailed secretariat services to this network;
- Liaise with, develop and maintain effective working relationships with CASP funded services, related health and community services and other stakeholders in order to facilitate and guide consultative and information sharing meetings, forums and networks, and develop consensus on advocacy positions regarding the CASP program;
- Manage CASP program development projects developed in consultation with and agreed for implementation by CASP funded services and funders;
- Lead evaluation of CASP-related ACTCOSS activities
- Represent the work of ACTCOSS in relevant forums and dialogue with government and non-government stakeholders.
- Provide input to the analysis of government policies related to health and community care and where possible, provide advice regarding the impacts for people living with disadvantage and the community services who support them.

The role will also require the CASP Development officer to work as a part of the broader ACTCOSS team to:

- Contribute to organisational development and improvement through collective planning and review processes;
- Contribute to ACTCOSS reporting requirements;
- Engage with ACTCOSS members and other stakeholders as required;
- Work with COSS colleagues on shared priorities;
- Assist with other duties in respect to peer networks, sector development and organisational capability as directed by the CEO.

Selection Criteria

Applicants must respond to all essential criteria set out in this section. If you have additional skills or qualifications listed as “highly regarded”, please respond to these as well.

This role would suit someone who has experience in developing advocacy material and is comfortable responding to government policies. Strong writing skills are important for this role.

ACTCOSS is an equal opportunity employer, and we welcome applications from people with diverse backgrounds and life experiences.

Essential

The successful applicant will be able to demonstrate:

- Experience in one or more of the following: community development, research, project management, or advocacy;
- Demonstrated experience and knowledge in contemporary social policy settings and service delivery issues relevant to community care and health;
- Highly developed facilitation and secretariat skills relevant to managing a peer network and executive level meetings;
- Capacity to consult, engage and negotiate with others in the team, ACTCOSS Members and other stakeholders, including people experiencing disadvantage, community sector workers and government officials;
- A working knowledge of the current ACT policy environment, the community sector and the role of a representative peak body within this environment;
- Excellent written and verbal communication;
- Ability to work autonomously, to prioritise work activities and complete projects within agreed timeframes;
- Capacity to work co-operatively within a diverse team environment;
- Ability to contribute to organisation improvement activities.

Highly regarded

- Existing relationships with community organisations involved in community care and health;
- Tertiary qualifications in a discipline relevant to social policy, organisational development or advocacy, such as: social work, social science, law, economics, management, education, or communications;
- Commitment to principles of social justice and an understanding of Equal Employment Opportunity and Work Health and Safety principles.
- A valid driver’s licence and access to a vehicle for work related travel within the ACT.