

Position Statement – ECEI Community Capacity Building Lead

Role Purpose:

The Community Capacity Building (CCB) Lead will assist the CCB Manager to work in a collaborative manner with community-based organisations. They will work with mainstream service providers to build their capacity to maximise inclusion and participation for children with disability

This position will be pivotal in communicating information on the NDIS Early Childhood Early Intervention (ECEI) approach to organisations and the general community.

Key Selection Criteria:

Qualifications

- Relevant tertiary qualifications in Community Development, Social Sciences or other appropriate fields (including Early Childhood)
- Registration and/ or membership with your professional body (if applicable)

Essential

- A minimum of three years' relevant experience.
- Demonstrated experience in leadership.
- Demonstrated ability to collaborate and influence sector development and capacity building.
- Previous experience in developing and implementing community development, engagement and capacity building initiatives.
- Demonstrated experience/knowledge of working with children and families
- Excellent time management skills with the ability to plan workload, prioritise and meet deadlines.
- Highly developed interpersonal skills and demonstrated ability to liaise, negotiate and build positive working relationships with stakeholders.
- Valid Working with Children Check Clearance
- Successful pre-employment police check
- A current driver's licence and use of own car

Understanding of the NDIA ECEI approach highly desirable

Key Result Areas:

Key Result Areas	Key Activities
<u>ECEI Service Delivery</u>	<ul style="list-style-type: none"> • Proactively work with the ECEI Community Capacity Building Manager, ECEI Area Managers and Team Leaders to ensure the delivery of high quality services. • Lead the implementation of community capacity building strategies across the service areas. • Educate the community on the NDIS ECEI approach. • Provide information to participants, families, children, carers and service providers on NDIS guidelines and legislation.
<u>Relationship Management</u>	<ul style="list-style-type: none"> • Communicate effectively with a range of stakeholders. • Develop and maintain key internal and external stakeholder relationships to establish effective networks to facilitate the implementation of ECEI in the community. • Strong external and internal relationships are formed and maintained for service development and best practice delivery. • Actively develop and maintain supportive relationships with all staff.

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<u>Reporting, Documentation & Administration</u>	<ul style="list-style-type: none"> • Assist the Community Capacity Building Manager to provide written and verbal feedback as requested, including NDIA reports, Lifestart reports, Annual Report preparation and other reports as required. • Assist the Community Capacity Building Manager with the analysis and monitoring of relevant data to improve participant and contractual outcomes. • Comply with organisational requirements for the accurate and timely completion of documentation.
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