



Position Description

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| Position Title: | Community Development Coordinator, Central Australia (CA) |
| Location: | Alice Springs, Northern Territory |
| Reports to: | Head of Community Development |
| Manages: | CA Community Development staff |
| Key Internal liaison: | All CG CA staff, location-based Governance Committees, CA CG Governance Committee Director Quality and Practice, Regional Director – Central Australia, Director of Finance, CA Regional Director |
| Key external Liaison: | Community members, Tangentyere Council Community Centre staff, Ingerreke Outstations Resource Service, Lhere Artepe Aboriginal Corporation |
| Tenure: | Full time 38 hours per week until December 2022 with renewal subject to funding and performance. |
| Remuneration: | SCHADS Award level 5 – 6 (depending on experience) |

Background

Children's Ground is a whole of community, whole of life approach, designed in Australia with First Nations people. Children's Ground works with a community over the course of a generation, led by local expertise, vision and intelligence. Together, we create and deliver an integrated system that is centred on learning, development and wellbeing that responds to the child and their family through the key transition points from pre-birth to young adulthood. Our approach recognises the cultural, social, and economic strength of communities and builds on this to equip children for opportunities locally, nationally and globally.

Central to Children's Ground strategy is community wellbeing and development. Family and community environments influence children's early learning and development. Supporting people to realise their priorities for their community is paramount. Community development and wellbeing relates to all our operational areas. Supporting people to engage in developing and driving advocacy and solutions for their priorities is also an important part of community and personal agency. Reviving, celebrating, and maintaining cultural traditions and life is supported through our everyday practice including through delivery of community development activities.

The community development and wellbeing platform underpins the way we work on a weekly basis; it involves continuous Walk and Talk with community and strategies to achieve community wellbeing. It ensures cultural life, practice and rights are embedded in all CDW operations.

Children's Ground 10 principles: Start Early; Critical mass - work with everyone; Deliver the whole, not the bits; Innovation – new ways and old ways; Assume and celebrate ability; Expect and deliver the best; Child, family and community led; Stay for a generation; Whole of community, within community; Culturally safe

A key characteristic of Children's Ground's work is the importance of local community ownership, both in the design and delivery of activities as well as reflecting the community's vision of a strong and safe community. Local people govern, design, deliver and evaluate the "on the ground" operations.

Children's Ground is working in five geographic locations across the Central Australian region, with a shared central office based in Mparntwe (Alice Springs).

Position Summary

This role will support the key principle of Place Based Delivery and local community ownership, governance, planning and delivery. You will work closing with Mpweringke Anapipe (northern outstations), Uyenpere Atwatye (Hidden Valley Town Camp), Yarrenyty Arltere, Amengkwerne and Irrkerlantye (White Gate Town Camp) governance. Engagement, empowerment and fostering of leadership skills through governance capacity will be key outcomes of this position.

Each location has a dynamic Community Plan reflecting short term goals and long term outcomes. This position will support the implementation of the plans. You will work with communities and staff ensuring plans are in place, updated for annual operational planning each year and reviewed through the year in local Governance meetings.

You will be assisting teams to work towards the outcomes of the Community Plans, reflecting on this and reporting back to the wider community governance group, ensuring community ownership and empowerment throughout the process.

This position will require excellent communication skills across a broad and diverse group of stakeholders. It will be responsible for supervising and coordinating this project within the context of the Children's Ground Approach and in the context of Children's Ground's Central Australian operations (as per below).

Key Responsibilities

1. Support locational governance
 - Support regular (weekly/fortnightly) community governance meetings and other meetings called as necessary to progress place-based delivery
2. Coordinate and support local community development
 - Work with CG CA communities: Mpweringke Anapipe, Uyenpere Atwatye and Irrkerlantye and where needed Yarrenyty Arltere and Amengkwerne to build, strengthen and consolidate community governance and assist to plan and deliver community led activities
 - Community plans: Work with each community governance group to progress the work of community plans; supporting the review, further development and work of the CA community reporting process
 - Provide support where relevant to implement plans
 - Work with the evaluation and data team in relation to robust data collection and any key projects

- Mpweringke Anapipe

There are eight outstations within the Mpweringke Anapipe region and we are currently working with 3 of these. This role will facilitate consultation with all outstations using the CG Community Engagement Process (CEP) framework to further develop the governance and planning for MA region.

- Sandy Bore

Work with community members and elders to support the development of an intergenerational learning and wellbeing hub, with a focus on an Early Years and Primary School reaching out into the Mpweringke Anapipe region.

- Burt Creek

Support the ongoing growth of the Health, Learning and Wellbeing hub on site at Burt Creek

Attend camps and/or afterhours events which ensure greater attendance of community members who are employed or cannot attend during normal business hours.

3. Support Regional Governance

- Promote good communication between CG Governance Group, each community group and their community members.
- Support community attendance at meetings; in particular, supporting a wider representation from elders living in Mparntwe who may not be involved in LWB activities.

4. Support Childrens Ground events

- Work with communities and CG staff to support community events at the CG central hub and in community. This includes events organized for philanthropic visits or government department visits to communities.

5. Support the growth and development of a CDW team with representation from each community

- Encourage and assist interested community members into employment at CG.
- Support the community development work of the Stronger Communities for Children team.

6. Reporting

- Report to and seek guidance and contribution from the CA Governance committee
- Maintain accurate, up to date records
- Complete biannual Community Plan reporting and quarterly internal reporting for Children's Ground.

7. Relationships and stakeholder management

- Develop collaborative relationships with service partners, participating in local Service Delivery Forums, to promote service collaboration and integration

- Liaise with a wide range of organisations and businesses who have a shared interest in following the leadership of community members and the goals of individual Community Plans. Develop, strengthen & maintain relationships.
 - Maintain joint working relationships across Children's Ground operations.
 - Represent Children's Ground in key meetings as requested.
8. Operational systems and standards
- In collaboration with Directors:
 - Ensure all programs are delivered with quality and integrity
 - Develop community led, governance standards and practice
 - Ensure Policies and Procedures are in place, reviewed, implemented and updated as needed
 - Ensure compliance with relevant regulations, laws and standards
 - Ensure risk management policies and systems are up to date
 - Operate within the requirements of Children's Ground philosophies, policies and procedures as well as regulatory requirements.
9. Contribute to Children's Ground
- Be a positive, innovative and active member of Children's Ground and participate and support broader activities of the Alice Springs office
 - Contribute to strategic planning, organisational development, management work plans & policy
 - Support a strong, connected, respectful and supportive organisation
 - Actively work towards learning Arrernte, with a view to use in basic conversation with the community
 - Participate in professional development programs offered by Children's Ground
 - Undertake other tasks as requested to support the delivery of Children's Ground.

Additional Duties

The Community Development Coordinator shall:

- a) Observe and carry out all lawful directions in relation to the performance of the duties and functions under their Contract;
- b) Disclose any financial or other interest relating to the business of Children's Ground in accordance with the Act or which conflicts or may conflict with the discharge of the duties or functions of the office and comply with any reasonable direction given by the Employer in respect of that interest; and
- c) Devote the whole of their professional effort to their employment and not hold any position or take on any activities, which may in any way be seen to conflict with the duties or functions under this Contract unless approved by Children's Ground Ltd.

Location and Hours Worked

This is a full time position (38 hours per week) and will be based at Children's Ground Alice Springs hub (2 South Terrace, The Gap). At times, hours of work may extend into the evening and/or across weekends and applicants should be flexible in their ability to work outside of normal office hours when required.

Key selection criteria

Key selection criteria for the position:

- Excellent community development skills and the ability to work with all members of a community.
- Prior experience working in FN community development
- Demonstrated high level ability to plan and deliver community development programs
- Strong people skills – teamwork, engagement, supervision
- Excellent communication and interpersonal skills, both verbal and written
- A current full driver's license
- Willingness to undergo a national police check and Ochre Card application (if an Ochre Card is not already held)

Desirable Attributes

- Degree or recognised qualification is an advantage
- Experience working in a start-up environment with implementation of processes and systems from scratch
- Experience working in a cultural-based learning and wellbeing environment.
- Experience working with First Nations communities in Central Australia
- 4WD experience

Personal Attributes

- Self-starter who thinks systemically and thrives in an environment that is ambiguous and complex
- Creates and embraces a culturally diverse workforce
- Passionate about social justice and improving outcomes for First Nation communities
- Highly collaborative
- Innovative and thinks adaptively about problem resolution
- Initiative and ability to work in a remote setting without face-to-face supervision
- Focus on achieving excellence.

Work Health & Safety

This role will require an active person who is capable of working regularly in outdoor conditions and can cope with sitting, standing and moving around in outdoor settings, including getting in and out of motor vehicles.