

Position Description, Community Projects Officer

Program:	Centacare Evolve Housing
Location:	Bridgewater
Reports To:	Community Wellbeing Manager
Approved by:	CEO, Centacare Evolve Housing
Version:	July, 2022
Award:	Social, Community, Home Care, Disability Services Industry Award 2010
Classification:	Level 4
Full Time Equivalent:	Permanent Full Time
Clearances Required	Working with Vulnerable People registration (Tasmania); National Police Criminal History Check

Our Vision

To play a pivotal role in the continued growth of a vibrant, sustainable community.

We pursue our vision by:

- Building individual and community well-being.
- Being the housing provider of choice.

Our Purpose

To alleviate housing stress by delivering attainable homes as a starting point and to develop opportunities as they arise to further contribute to individual and community well-being.

We pursue our purpose by:

- Growing housing stock and managing assets to the highest of standards.
- Developing and consistently delivering great support programs and services.

Our Values

Respect: We respect the dignity and worth of every person irrespective of background and circumstance.

Hope: We see strength in every person and believe that everyone can grow and build a positive future.

Excellence: We learn from and act on, proven evidence.

Social Justice: We strive for fairness, equity and opportunity for all.

Integrity and Accountability: We maintain the highest ethical standards and act with integrity in all we do.

Collaboration: We strengthen collaboration and relationships with partners and key stakeholders.

Organisational Environment

Centacare Evolve Housing is an entity of the Archdiocese of Hobart and is a Tier 1 Community Housing Provider. The organisation owns or manages properties throughout Tasmania. We are also building many new homes across the state. However, we are about much more than managing and building properties. As well as providing a comprehensive and responsive tenancy management service, we have a strong social commitment to enhancing the wellbeing of our tenants and the communities in which we work.

The Community Wellbeing team uses a social impact approach to work with tenants, community, and key partners to build community capacity and strengthen connection between people and place. At the heart of our community wellbeing strategy is to create thriving communities that are informed, connected and engaged to enhance wellbeing.

The core functions of the team include:

- Developing, delivering, and supporting initiatives to enhance individual, family and community wellbeing.
- Actively engaging with tenants and community to strengthen, collaborate and build positive relationships and partnerships.

The position of Community Projects Officer is a statewide role reporting to the Community Wellbeing Manager with operational direction from the Community Wellbeing Officer.

Primary Objectives

The primary objectives of the Community Projects Officer is to run community projects and activities with our tenant community and broader community. The role will build community capacity and collaborate with key stakeholders to improve community resilience, wellbeing and cohesiveness. A key part of this role will be to deliver our community project Inspiring Future Leaders (IFL), which is a capacity building leadership program for local community. This will include group facilitation and project management.

Major Accountabilities

Interpersonal and communication style:

- Represent Centacare Evolve Housing in a professional and collaborative manner, demonstrating the organisation's vision, purpose and values at all times.
- Contribute to a harmonious and productive environment by setting high personal integrity and performance standards.
- Develop a positive and collaborative relationship with all stakeholders, both internal and external.
- Show consideration, concern and respect for the feelings and ideas of others.
- Manage professional relationships within the workplace environment - work collaboratively with colleagues and respond appropriately to senior management direction.
- Deliver services in a person-focussed, culturally responsive and sensitive manner with high levels of confidentiality and discretion.
- Demonstrate critical thinking skills and be solution focussed - research a broad range of issues and provide advice, information and recommendations to line and/or senior management.
- Provide clear, accurate and well prepared written and verbal communication to both internal and external audiences.
- Attend and contribute to team meetings, conferences, training, workshops and other events.

Position specific requirements:

- Conduct a range of community events and activities to promote Centacare Evolve Housing's interests and develop opportunities for collaborative projects.
- Coach IFL participants on a one-one basis using capacity building principles within a trauma informed background to build the personal resources required to engage in training, work experience and employment opportunities
- Coach and support participants in life skills to support them to overcome barriers.
- Deliver a range of formal and informal training to IFL participants in both individual and group forums
- Develop, design and implement IFL content and mentor participants through project delivery
- Provide referral pathways and supports to ensure IFL participants have opportunities to access wrap around supports and future opportunities and Provide ongoing supports to participants project ideas

- Make connections with community partners who can provide meaningful opportunities in community.
- Support IFL projects once they gain seed funding, to be delivered in community
- Plan and facilitate small scale projects and events that aid the development of community wellbeing.
- Support the preparation of grant or other funding submissions that support the development and implementation of projects in community and growth opportunities.
- Generate activity notes and maintain data systems to ensure information is recorded in an accurate and timely manner, in particular in relation to IFL participants.
- Report on the impact and progress of Inspiring Future Leaders as required by the management team.

Broader operational requirements:

All staff are jointly responsible for the successful activities of the organisation, and are therefore expected to provide support and assistance across all operational areas when required, including:

- Collaboration with the tenancy team, community wellbeing team and maintenance team to support their process as required and/or instructed.
- Collaboration with other Centacare Evolve Housing, St Joseph Affordable Homes or CatholicCare Tasmania programs or services as required and/or instructed.

Personal accountability level:

- Work within established practices while demonstrating the initiative, judgement and critical thinking skills required to be solution focussed.
- Be responsible for managing time and prioritising tasks to ensure deadlines are met and work is performed to high standards.
- Utilise the key legislation, policies and processes required to fulfil the duties of the role and to stay informed about the social housing sector.
- Operate within financial delegation and budget.
- Competently use ICT systems and platforms relevant to the role.
- Possess a sound knowledge of the statutory requirements of Mandatory Reporting, Workplace Health and Safety, Duty of Care, Privacy legislation and Anti-Discrimination legislation.
- Adhere to Work Health and Safety (WHS) standards for a safe workplace and follow all reasonable WHS directions provided in the completion of work.
- Maintain currency of knowledge by participating in ongoing professional development opportunities.
- Utilise regular supervision and other strategies to support self-care.
- Promote and uphold the Identity and Mission of the Archdiocese of Hobart and the Vision, Purpose and Values of Centacare Evolve Housing.
- Uphold the Archdiocese of Hobart Workplace Behaviour Policy and professional standards.
- Perform other allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying jobs at this classification level.
- It should be noted that work may be physically unsupervised in the field or at out-reach locations and travel, including some overnight stays, may be required.

Risk and Work Health & Safety

The Archdiocese is committed to ensuring that our operations at all Agencies are conducted with proper regard for health, safety and wellbeing of all.

You are required to observe safe work practices in accordance with training and instruction given and report any risk to your immediate supervisor. Risks arising in the workplace may be financial, site, task or person specific or related to safety.

All employees of the Archdiocese of Hobart will conduct themselves responsibly with proper respect for established rules and procedures and they will consistently perform their jobs with proper regard for the health and safety of others.

The Archdiocese of Hobart expects all employees to participate in and contribute to Work Health and Safety activities, including participation in the consultative processes provided by the organisation, to ensure a safe work environment for clients, our community, employees and visitors.

Key Communications Linkages

- Community Wellbeing Team;
- Tenants and community residents;
- Centacare Evolve Housing management;
- Centacare Evolve Housing teams and personnel;
- St Joseph Affordable Homes
- CatholicCare Tasmania and the Archdiocese of Hobart;
- Training Organisations
- Community Service organisations;
- Key government agencies.

Position Impact

There are no people management responsibilities attached to this role. The role may have occasional minor budget responsibility.

Selection Criteria

1. Commitment to the vision, purpose and values of Centacare Evolve Housing and a broad understanding of the operation of the Catholic Church in Tasmania.
2. Demonstrated experience in a similar community position with proven experience in community project and event management.
3. Program management and group facilitation, including an ability to coach, mentor, motivate, facilitate, and think creatively to achieve set objectives.
4. Demonstrated understanding and experience in community project work, capacity building and community engagement.
5. Demonstrated capacity to develop and maintain strong collaborative relationships and partnerships with a broad range of stakeholders.
6. Demonstrated ability to work with both a high level of autonomy, including strong organisational and self-management skills, and as a contributing member of a team.
7. Demonstrated ability to work with and maintain information and data systems and records to facilitate quality and performance management, planning, audit and reporting requirements.
8. Ability and willingness to undertake the relevant employee screening processes, including the provision of a National Police Criminal History Check satisfactory to the Archdiocese of Hobart and registration to Work with Vulnerable People (Tasmania).
9. Possession of a current unrestricted Drivers Licence.
10. Qualifications relevant to the position are desirable.