

## COMMUNITY DEVELOPMENT COORDINATOR PD

**Position Title:** Community Development Coordinator

**Program / Team:** Community Development

**Location:** Carlton Neighbourhood Learning Centre – 20 Princes Street, Carlton North VIC 3054

**Hours:** 0.6 EFT (22.8 hours per week over 3 days)

An additional 0.2 EFT may be offered subject to external grant funding.

**Classification / Salary:** Neighbourhood Houses and Adult Community Education Centres Agreement 2016. Schedule 3B, Class II Level 6. Plus superannuation as per legislation. \$55.72 hourly rate.

### BACKGROUND INFORMATION

Carlton Neighbourhood Learning Centre Inc. (CNLC) is a values-driven community not-for-profit delivering adult education, community development, environmental programs and community support services across Carlton and surrounding areas.

CNLC operates as a Neighbourhood House, Learn Local provider, Registered Training Organisation (RTO) and registered charity. Our mission is to work with the community to connect people, create opportunity, promote equity and challenge disadvantage.

Our values: **Inclusive – Respectful – Social Justice – Integrity – Quality**

Our strategic directions focus on building individual capacity, strengthening community connection, and advocating for community wellbeing and sustainability.

Further information is available at [www.cnlc.org.au](http://www.cnlc.org.au).

### POSITION PURPOSE

The Community Development Coordinator is responsible for the operational coordination and leadership of CNLC's Community Development programs. The role applies community development principles and practice to strengthen community capacity, participation and local leadership. It ensures Community Development activities are delivered effectively, safely and in alignment with CNLC's Strategic Plan, while also identifying emerging community needs and opportunities.

The position has primary responsibility for:

- Coordinating the Alive & Active (HACC) program
- Coordinating the Thursday Community Lunch program
- Supporting community engagement initiatives and events
- Coordinating the Community Garden program through supervision of relevant staff

The role provides supervision to Community Development staff, works within approved budgets, and contributes to the ongoing development and improvement of CNLC's community programs.

### KEY RESPONSIBILITIES AND DUTIES

### **1. Coordinate Community Development Programs**

- Apply community development principles to strengthen participation, inclusion and community leadership.
- Coordinate delivery of approved Community Development programs, including Alive & Active (HACC), Community Lunch programs, Food Relief Market, Food Security Lived Experience group, Community Garden initiatives, Volunteer coordination and our “Cool Place” during heat emergencies.
- Support participant wellbeing and appropriate referral pathways.
- Identify emerging community needs and contribute to program improvement.
- Maintain accurate records and provide operational data to support reporting, funding compliance and grant acquittals.
- Support auspiced community groups as required.

### **2. Staff Supervision and Support**

- Provide line supervision to Community Development staff and contractors including:
  - Garden & Compost Officer (2 days per week), including the Stories of Food and VicHealth projects
  - Thursday Cook (.5 day per week)
  - Student Support Officer (1 day per week)
  - Alive & Active Coordinator (.5 day per week)
  - Other Community Development workers as required
- Conduct induction, supervision meetings and annual performance appraisals.
- Approve leave within staffing allocations.
- Manage performance matters in consultation with the CEO.

### **3. Events and Community Engagement**

- Coordinate 4–6 community events annually in consultation with staff and community members.
- Support CNLC incursions and engagement activities for students.
- Chair the Carlton Community Network (CCN) and contribute to local collaboration and information sharing.
- Represent CNLC at relevant local meetings and partnerships as delegated.
- Maintain and strengthen effective relationships with local community groups, service providers and stakeholders.
- Promote community participation and create opportunities for community voice and leadership within CNLC programs.

### **4. Budget and Administration**

- Monitor Community Development program budgets within approved allocations.
- Provide expenditure updates to the CEO.
- Ensure financial documentation supports acquittal requirements.
- Maintain administrative systems relevant to Community Development programs.

### **5. Compliance and Safety**

- Ensure programs comply with relevant legislation, funding agreements and CNLC policies.
- Promote safe work practices across programs and events.
- Maintain required documentation for HACC and other funded programs.

**All staff are required to:**

- Work in accordance with CNLC's values, strategic plan, policies and procedures
- Participate in supervision and annual performance appraisal
- Contribute to a positive, inclusive, and collaborative workplace culture

**ORGANISATIONAL RELATIONSHIPS**

**Reports to:** CEO

**Supervises:** Community Development staff and contractors as listed above

**Internal liaisons:** Adult Education team, Finance and Administration staff, Other CNLC staff

**External liaisons:** Carlton Community Network members, Community groups and partner organisations

**KEY SELECTION CRITERIA**

**Essential**

- Demonstrated experience applying community development principles and practice in community-based settings.
- Experience building community capacity, fostering participation and supporting community leadership.
- Experience developing and maintaining effective partnerships and local networks.
- Experience supervising staff and/or volunteers, including performance support.
- Experience coordinating community programs, activities and events.
- Ability to manage operational priorities within approved budgets.
- Strong interpersonal, facilitation and stakeholder engagement skills.
- Experience working alongside people experiencing structural disadvantage.
- Strong organisational and administrative capability.
- Commitment to social inclusion, equity and community-led approaches.

**Desirable**

- Qualification in Community Development or related field.
- Experience in a Neighbourhood House setting.
- First Aid qualification.
- Driver's Licence.

**CONDITIONS OF EMPLOYMENT**

Employment conditions are in accordance with the Neighbourhood Houses and Adult Community Education Centres Agreement 2016 and relevant Awards.

Appointment is subject to:

- Satisfactory Police Check and Working With Children Check
- Any relevant regulatory requirements

A three-month probation period applies. Ongoing employment is subject to funding and satisfactory performance.

## **GENERAL EMPLOYMENT RESPONSIBILITIES**

All staff are required to:

- Work in accordance with CNLC's values, strategic plan, policies and procedures.
- Comply with Child Safe Standards, Equal Opportunity, Human Rights and Work Health & Safety legislation.
- Hold required checks including Working With Children Check and Police Check.
- Participate in supervision, performance appraisal and professional development.
- Contribute to a safe, inclusive and collaborative workplace culture.

## **PERFORMANCE AND DEVELOPMENT**

All staff:

- Participate in regular supervision
- Participate in annual performance appraisal
- Contribute to work planning and continuous improvement
- Undertake relevant professional development

## **APPLICATION PROCESS**

Applications close 1pm, Monday 16 March. Interviews will take place the following week. For enquiries, please contact our CEO, Tony Milne, at 9347 2739.

## **VERSION CONTROL**

Date approved: 25 Feb 2026

Approved by: Tony Milne, CEO

Next review date: February 2028