

Position Description

POSITION:	Community Development Coordinator (CDC)
CLASSIFICATION /SALARY:	Level 7 of the <i>SCHADS Award 2010</i>
DESIGNATION:	Part-time 24 hours per fortnight Must be able to work Tuesday and/or Thursday, commencing by the week of 20 July 2026

ABOUT THE ORGANISATION

The Benarrawa Community Development Association Inc. (Benarrawa) is a small community-managed not-for-profit organisation based in the inner south-west suburbs of Brisbane (i.e. Chelmer-Oxley and surrounding areas). It arises out of a history of more than 30 years of intentional community development practice.

Benarrawa acknowledges the Yagarabul Peoples, the Traditional and Spiritual Custodians of Yagara (Yuggera) Country. "Benarrawa" is a Yagara name for the waters and lands of the Oxley Creek. Elders gave permission to use it upon incorporation in 1995.

We believe that the Yagara people used the word Benarrawa to refer to the area of the Oxley Creek. This watercourse runs through our place and is of spiritual significance to us. We use it with pride as the name of our organisation with the permission of Yagara Elders.

Benarrawa is a community development organisation which works directly at seeking and creating opportunities for people to increase the social, economic, political and therefore personal choices they have in their lives.

This means that Community Development Coordinators, seek out and sustain relationships across the local community, actively bring people together who share common concerns, interests or ideas and together develop actions and activities in response.

The work of Benarrawa is relationship-defined, rather than geographically defined. This means that although the Community Development Coordinators at Benarrawa have traditionally worked in the suburbs of Oxley, Chelmer, Corinda, Sherwood, Graceville, Indooroopilly, Tennyson, Yeronga and Rocklea, the relationships formed with people outside these areas mean the work at Benarrawa shifts and flows where people's energies and passions lie. We maintain and develop work focussed on local, national and international issues and opportunities.

The Practice Principles which guide the work of Benarrawa are

- Development
- Mutuality
- Social Justice
- Empowerment
- Confidentiality
- Trust

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(Benarrawa Dreaming Statement)

- Sustainability
- Access and Inclusion.

The organisation is subsidised for its work by the Queensland Department of Families, Seniors, Disability Services and Child Safety. It also receives non-recurrent grants from time to time.

The organisation is managed by a community-based committee comprised mostly of local residents. The role of the Management Committee is to manage the organisation and to support the Community Development Coordinators and project Coordinators ensuring appropriate working conditions as set out in the *Social, Community, Home Care and Disability Services (SCHADS) Award 2010* and by other legislative requirements.

CHARACTERISTICS OF THE POSITION

The Community Development Coordinator position is a permanent part-time position (24 hours a fortnight) that undertakes locality-based community development work in responding to the economic, social and cultural needs of people living in the inner south-western suburbs of Brisbane (Chelmer-Oxley and surrounding suburbs).

The Community Development Coordinator operates within Benarrawa's shared leadership model, where Community Development Coordinators collectively hold responsibility for the organisation's work, decision-making and practice, including mutual accountability to one another.

For employment and governance purposes, the position is accountable to the Management Committee as the employer, with day-to-day coordination and support shared collaboratively between the Community Development Coordinators.

The CDC is required to be self-directed and work in collaboration with the Community Development Coordinators using the "three-legged stool model". This is a shared leadership model, where the three Coordinators collectively hold responsibility for community development work, organisational leadership and decision-making. This model is based on mutuality, shared accountability and trust, with Coordinators collaborating closely and sharing responsibility for decisions and outcomes rather than working within a traditional hierarchical structure.

The organisation has a close auspice relationship with several groups working on issues and actions, and the Community Development Coordinator will support these groups, particularly.

The Community Development Coordinator position requires skills in managing time, setting priorities, and planning and organising work. The Community Development Coordinator also engages and networks with individuals, groups, organisations and new and emerging community associations through the south-west corridor and beyond around processes for inclusion and developing welcoming communities.

The Community Development Coordinator will apply knowledge and skills that have been gained through experience in Community Development practice and preferably relevant qualifications in community development practice. The CDC will also be required to contribute to the effective, efficient and safe day-to-day functioning of the workplace, and Benarrawa Place for all of the groups and individuals who access it.

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The Community Development Coordinator is required to uphold Benarrawa’s commitment to child safety and wellbeing, including working in ways that are safe and inclusive for children and young people and complying with relevant organisational policies and legislative requirements.

RESPONSIBILITIES

Key Result Area	Description
<p>1. Utilise community development principles and practices to respond to the local community’s economic, social and cultural needs.</p>	<ul style="list-style-type: none"> a) Communicate the practice principles and methodology of community development to organisational members, participants and the wider community b) Work with people across the locality to identify community and social needs of families and individuals in the inner south-western suburbs of Brisbane. c) Develop and maintain an analysis of community needs and opportunities. d) Work within the local community to plan, develop, implement and evaluate responses to identified needs.
<p>2. Apply community development knowledge, skills and experience</p>	<ul style="list-style-type: none"> a) Work alongside individuals, groups and organisations to promote the establishment and maintenance of supportive and inclusive networks, both formal and informal. b) Promote and help develop links between and with people who may be at greatest risk of being isolated within their community. c) Liaise with local groups, organisations and all three levels of government when appropriate. d) Undertake and/or facilitate community education activities about relevant social and cultural issues. e) Encourage local participation and decision-making in all aspects of the organisation.
<p>3. Work with others to ensure the effective, efficient and safe day-to-day functioning of the workplace, and Benarrawa Place for all of the groups and individuals who access it.</p>	<ul style="list-style-type: none"> a) Work with the Community Development Coordinators, Management Committee and Sub-committees to maintain organisational visioning and planning, structures, policies and procedures. b) Identify sources of funding, develop collaborative relationships with funding bodies, and prepare submissions for funding and accountability reports.

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Key Result Area	Description
	c) Prepare correspondence, reports and policy submissions as necessary. d) Carry out other responsibilities identified from time to time.

ORGANISATIONAL RELATIONSHIPS

The Community Development Coordinator works collaboratively with the other Community Development Coordinators to achieve community and organisational outcomes.

The position may be required to manage, supervise and support administration workers, project workers, participants, non-salaried volunteers and students on placement.

Areas of particular focus in the position are likely to be the following, although this may be negotiated with the Community Development Coordinators:

- Disaster preparedness and building community resilience work
- Solidarity work with and alongside First Nations Community members and Benarrawa Aboriginal and Torres Strait Islander Solidarity Group as well as schools and early childhood centres connected through the Educators Learning Circles
- Coordinating and organising, alongside a Working Group, events and activities
- Local community development work and participation in networks as appropriate
- Liaising with auspice groups as needed including Nature Babes playgroup, Graceville Community Garden
- Day to day neighbourhood centre work inclusive of info and referral pathways
- Co-ordinating social media and Facebook

SELECTION CRITERIA

Please include a Cover Page with your Resume that outlines:

1. Why you would like the position.
2. How your knowledge, skills and experience of community development practice demonstrate your ability to build relationships, facilitate group processes and support community-led action in the areas of focus listed above.
3. Experience in or at a minimum a strong interest in working alongside residents impacted by disasters. A demonstrated capacity to resource the building of prepared, resilient and connected neighbourhoods, to work alongside the Queensland Disaster Management Arrangements and within the current Disaster and Emergency systems.
4. The capacity to increase hours from time to time as required by funding opportunities with a maximum up to 8 -12 hours a fortnight.

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5. Describe a situation where you sourced, implemented and acquitted grant funding.
6. The names and contact details of 2 current referees.
7. Any other information you would like to share with us, that would assist in your selection for the position.

SELECTION PROCESS

Expressions of Interest meeting the above criteria are to be forwarded by 10am on Monday 8 June 2026 to John at Benarrawa via email: john@benarrawa.org.au

Applicants selected for an Interview will be notified shortly after, with Interviews likely to be held on Thursday 25 and Friday 26 June 2026.

It is anticipated the successful applicant will be notified by the COB on Friday 3 July 2026 to begin ideally by early to mid July.

For further information please contact Benarrawa on ph: 07 33799925, Paula on paula@benarrawa.org.au or John on : john@benarrawa.org.au

We look forward to your Expressions of Interest.

Warm wishes from,

The Team at Benarrawa

I have read and understood the contents of this position description and in signing below confirm that I am able to perform the role.

Name of Employee: _____

Signature of Employee: _____

Date: _____

Name of Employer representative: _____

Signature of Employer representative: _____

Date: _____

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