

Position Description

Capacity Building Coordinator

Position Details

Position Title	Capacity Building Coordinator
Organisation	Northern Rivers Community Resilience Alliance (Resilient Alliance)
Employment Organisation	Resilient Lismore (RL), as the Contracted Delivery Partner for the Connected and Prepared Project (C&P) DRF Funded project.
Project Partners & Collaborators Community	Resilience Groups and Organisations across the Northern Rivers (Resilience Alliance and Networks) Northern Rivers Community Foundation (C&P Project Partner) University Centre for Rural Health (C&P Project Partner) Plan C (C&P Project Partner)
Award / Level	SCHADS 4.1
Hours Per Week	21 hours per week (0.55 FTE)
Employment Type	Fixed-term contract - July 2026 - July 2027
Location	2 roles available: Focus Area: Lismore, Ballina, Kyogle, Richmond Valley. May also required work throughout Northern Rivers, NSW, Hybrid (Lismore location) /Remote Focus Area: Clarence Valley. May also required work throughout Northern Rivers, NSW, Hybrid (Lismore location)/Remote
Reports To	Operational Reporting to Network Lead - Resilience Alliance

About the Northern Rivers Community Resilience Alliance (Resilience Alliance)

Vision: Connected, collaborative Northern Rivers communities that are empowered to care for themselves and each other before, during and after disasters.

Purpose: To develop a self-sustaining, trusted Alliance of place-based, community-led resilience groups and organisations. The Alliance will share knowledge and resources; provide mutual support and wellbeing; take collective action, and advocate for identified community needs.

The Resilience Alliance was established in March 2024 in response to an increasing recognition of the need for regional grassroots collaboration. Following the catastrophic floods and landslides in 2022, local community organisers have played a crucial role in disaster response, recovery, and adaptation. They have

Position Description

Capacity Building Coordinator

dedicated thousands of volunteer hours to developing sophisticated community-based systems, enhancing skills, building knowledge bases, and increasing organisational capacity at the local level. The Alliance provides organisational strengthening, peer to peer learning, support and advocacy to independent grassroots, place-based community-led resilience groups across the Northern Rivers.

The Alliances 5 Pillars:

Growing the Alliance	Training & Resource Sharing	Peer Support & Self Care
Funding & Collective Projects	Advocacy	

About the Team

You will be joining a small, dedicated team of 6 (including this role), The team is collaborative, community-focused and passionate about building resilience and disaster preparedness across the Northern Rivers. While team members can work within a defined geographical area, they step up and support one another across the broader Northern Rivers region as required.

About the Role

The Training and Capacity Building - Project Officer is a hands-on community development role working directly with Resilience Alliance groups throughout the Northern Rivers to understand their needs, co-design practical learning experiences, and provide ongoing support that builds lasting local capability in disaster preparedness and community-led response.

This position includes designing and delivering programs, workshops and capacity-building activities that strengthen the skills, knowledge and organisational resilience of groups participating in the Connected and Prepared project.

Working in close collaboration with the Network Lead and project team this role is a key point of contact for participating Resilience Alliance groups, providing both group-based activities and one-on-one support throughout the project.

Whilst this role has a specific geographic focus, it is anticipated that all Training and Capacity Building Project Officers will work together as a team across the whole region.

Position Description

Capacity Building Coordinator

Key Responsibilities

1. Community Group Capacity Building and Support

- Work directly with participating Resilience Alliance groups to assess their needs and identify capacity-building priorities.
- Provide tailored one-on-one or small group support to groups with specific learning needs or lower organisational capacity.
- Support groups to apply new knowledge and skills within their own group's organisational contexts, including disaster preparedness planning, volunteer management and community engagement.
- Build trusted relationships with Resilience Alliance group leaders, group volunteers, Community Resilience Network leads, and key stakeholders to support sustained engagement throughout the project.
- Support groups to identify and strengthen peering to peer connections within the Northern Rivers and between the Resilience Alliance network.

2. Training Design and Delivery

- Contribute to the development of a suite of training workshops and capacity-building sessions for Resilience Alliance groups.
- Adapt training content and delivery approaches to meet the diverse needs, contexts and experience levels of participating groups.
- Contribute to the development of accessible, plain-language training resources, toolkits and reference materials for use by groups.

3. Advocacy Capacity Building

- Support the building of Resilience Alliance groups' confidence and skills to advocate effectively for their community's needs within local and regional networks.
- Support groups to develop and share their stories and evidence of impact to strengthen collective Resilience Alliance advocacy.

4. Monitoring, Evaluation and Reporting

- Collect and document group and participant feedback and learning outcomes from capacity-building activities.

Position Description

Capacity Building Coordinator

- Contribute to the Resilience Alliance's Monitoring, Evaluation, Accountability and Learning framework by providing data, reflections and case studies.
- Prepare regular written updates on activities, group engagement and capacity-building outcomes.
- Identify emerging needs or gaps and recommend adjustments to the project approach as needed.

Selection Criteria

Essential

- Knowledge of the Northern Rivers region and community networks.
- Experience working with community groups in a capacity-building, development or support role.
- Demonstrated experience designing and delivering training, workshops or community education programs.
- Strong facilitation skills with the ability to create safe, inclusive and participatory learning environments.
- Ability to develop clear, accessible training materials and resources tailored to diverse audiences.
- Excellent interpersonal and relationship-building skills; cultural sensitivity and a genuine commitment to inclusion and community-led approaches.
- Ability to work independently, manage own workload and prioritise tasks effectively, as well as part of a team.

Desirable

- Experience in disaster resilience, emergency management or community preparedness contexts.
- Certificate IV in Training and Assessment (TAE) or equivalent experience.
- Familiarity with stakeholder mapping, network development and community organising approaches.
- Qualifications or experience in community development, adult education, social work or a related field.

Working Conditions

- 21 hours per week, with flexibility in how hours are structured.
- Hybrid work with some workdays in Lismore as required.

Position Description

Capacity Building Coordinator

- Regular travel across the Northern Rivers region
- Some after-hours work may be required for community events and stakeholder meetings, with Time in Lieu for any overtime.
- Access to a personal vehicle is required for travel across the Northern Rivers region, a vehicle allowance is payable in accordance with the SCHADS Award.
- Use of a personal mobile phone may be required, allowance will be payable in accordance with the SCHADS Award.