

Position Description

01343 – Community Development Officer (Youth)

About Council

The City of Onkaparinga is South Australia's largest metropolitan council with just over 10 per cent of the state's population and is continuing to grow rapidly. We are a high performing; responsive, innovative organisation that meets our communities' needs and strives to achieve excellence in all areas. We are an equal opportunity employer and employ people who share our passion for creating a better place to live and work. Our professional and friendly workplace offers a great working environment in which individuals are accountable and supported to continually develop to be the best they can be.

Workplace Health Safety and Return to Work

We are committed to a healthy safe work environment, including systems of work, plant, equipment and substance management that minimises the risk of injury or illness while at work.

Equity and Diversity

We aim to provide a workplace environment committed to the delivery of equity and diversity principles and procedures and other workplace regulations.

Customer Experience

Our goal is to consistently deliver an exceptional experience to both our internal and external customers. We do this by personalising our interactions, building trust and understanding, demonstrating teamwork, going above and beyond and continually seeking feedback to improve.

Our Values and Behaviours

In the workplace organisational values support the culture of our organisation. They are the 'glue' that brings us all together to support our corporate goals.

Summary

Position title:	Community Development Officer - Youth	Classification level:	MOA Level 5
Section/Division:	Community Capacity /Strategy, Engagement and Community	Reports to:	Team Leader Youth
Direct reports:	Onkaparinga Youth Volunteers		

Position Overview

The Community Development Officer - Youth position is responsible for the development and implementation of community development projects with and for young people that foster leadership, participation and personal development using community development approaches. These projects will align with Onkaparinga Youth's main focus areas of music, arts, recreation and leadership.

The position has a key role in facilitating and supporting the Onkaparinga Youth Committee (OYC) and Southern Youth Connect, providing young people with meaningful opportunities to have a voice, develop leadership skills, participate in decision-making and contribute to initiatives that impact young people and their communities.

Key Relationships / Interactions

The Community Development Officer - Youth will participate in the Youth team and have strong working relationships with colleagues across council and particularly within the Community Capacity section, Community Asset Sections, Economic Development Unit, Marketing and Communications Team.

The position will work closely with members of the Onkaparinga Youth Committee and Southern Youth Connect, supporting young people to build connections with Council, Elected Members, community organisations, schools, youth services and other youth leadership groups.

The position is required to work effectively with government and non-government organisations and community-based groups to develop and implement programs and projects with and for young people and facilitate collaborative approaches that strengthen youth participation and leadership.

Contribute to the achievement of the aims and objectives of the Youth team, the Community Relations Department and the City of Onkaparinga.

Workplace Health Safety and Return to Work Responsibilities

- Take reasonable care for the health and safety of oneself and others
- Adopt work practices that support our WHS management system and approach

Financial Responsibilities

This role includes an operational budget which is set and delegated to the role at the beginning of each financial year.

Special Requirements

- Due to the nature of the position the incumbent will be required to undertake some out of hours work.
- The successful applicant must be prepared to:
 - The successful applicant must possess and provide a Department of Human Services (DHS) 'Cleared' Working with Children Check prior to offer of employment.
 - The successful applicant must be prepared to undertake Child Safe Environment training
 - Hold current South Australian driver's license "C" Class.

Position Accountabilities

The Community Development Officer–Youth Officer is responsible for:

- Contributing to the aims, objectives and values of the Community Capacity Section, Community Relations Department and City of Onkaparinga.
- Planning, delivering, monitoring and evaluating youth and community development programs, projects and initiatives that respond to identified needs and create inclusive and culturally diverse opportunities for young people.
- Strengthening youth participation, community engagement and civic participation through innovative, strengths-based approaches that enable young people to have a meaningful voice and influence in their communities.
- Facilitating, supporting and developing the **Onkaparinga Youth Committee (OYC) and Southern Youth Connect**, including mentoring young people, supporting youth-led governance, identifying priorities and facilitating leadership, training and development opportunities.
- Supporting OYC and Southern Youth Connect members to co-design and deliver initiatives, represent youth perspectives and engage with the Mayor, Elected Members, Council staff, schools, community organisations and other stakeholders.
- Building and maintaining strong partnerships and networks with young people, Youth Centre Coordinators, schools, community organisations, youth sector agencies, service providers and government to strengthen opportunities, collaboration and service development.
- Advocating for the needs, perspectives and experiences of young people within Council and with relevant government, community and service-provider stakeholders.
- Contributing to strategic planning and the development of longer-term strategies and action plans for youth development, participation and community initiatives.
- Identifying external funding opportunities, preparing funding submissions, coordinating Onkaparinga Youth grant programs and managing funding agreements, project budgets and other allocated resources in accordance with agreed outcomes.
- Managing and supporting volunteers in accordance with the National Standards for Volunteer Involvement and relevant Council requirements.
- Undertaking corporate responsibilities including briefing notes, reports, monitoring and reporting, records management and maintaining documentation through Ci Anywhere and other approved corporate systems.
- Promoting Onkaparinga Youth and relevant City of Onkaparinga initiatives, providing high-quality customer service and contributing to agreed individual and team performance outcomes.

Selection Criteria

Technical Knowledge & Experience	<ul style="list-style-type: none"> Comprehensive knowledge and application of community development principles and practice, including child and youth development, strengths-based approaches and community engagement. 	Essential
	<ul style="list-style-type: none"> Comprehensive knowledge of project management principles and demonstrated experience in planning, developing, implementing, monitoring and evaluating innovative community-based programs and projects that respond to identified needs. 	Essential
	<ul style="list-style-type: none"> Demonstrated experience working with and empowering young people aged 8–25, including young people from diverse cultural, social and community backgrounds. 	Essential
	<ul style="list-style-type: none"> Demonstrated experience facilitating and developing youth committees, advisory groups and youth-led initiatives, including mentoring young people, supporting youth-led governance and enabling meaningful participation in decision-making. 	Essential
	<ul style="list-style-type: none"> Experience developing and facilitating collaborative youth leadership and civic participation initiatives involving young people, schools, community organisations, government and other stakeholders. 	Essential
	<ul style="list-style-type: none"> Demonstrated ability to build and maintain effective partnerships, networks and collaborative relationships with young people, community groups, human service providers and internal and external stakeholders. 	Essential
	<ul style="list-style-type: none"> Experience delivering programs and projects through youth and/or community centres, with an understanding of centre operations. 	Essential
	<ul style="list-style-type: none"> Experience in event and project management with and for young people. 	Essential
	<ul style="list-style-type: none"> Experience managing and supporting volunteers in accordance with the National Standards for Volunteer Involvement. 	Essential
	<ul style="list-style-type: none"> Experience identifying and applying for external funding and resources, managing funding agreements and delivering projects against funding requirements. 	Essential
	<ul style="list-style-type: none"> Experience managing budgets in accordance with business plans, funding requirements and agreed outcomes. 	Essential
	<ul style="list-style-type: none"> Ability to exercise initiative and make sound independent decisions within relevant policy, organisational and resource parameters. 	Essential
	<ul style="list-style-type: none"> High-level written and verbal communication skills, including the preparation of reports, briefing notes, presentations, funding submissions and stakeholder communications. 	Essential
	<ul style="list-style-type: none"> High-level interpersonal and facilitation skills, with the ability to encourage participation, collaboration and cooperation in a positive, inclusive and respectful manner. 	Essential
	<ul style="list-style-type: none"> Sound knowledge of social research, community planning and evaluation principles and practices. 	Essential

	<ul style="list-style-type: none"> Strong organisational and time management skills, including the ability to manage competing priorities, projects, information and reporting requirements. 	Essential
Collaboration & Communication	<ul style="list-style-type: none"> Demonstrated commitment to teamwork and the maintenance of a supportive work environment. Demonstrated ability to communicate effectively and build productive relationships with young people, colleagues, community members and a diverse range of internal and external stakeholders. 	Essential Essential
Customer Service & Continuous Improvement	<ul style="list-style-type: none"> Demonstrated commitment to high-quality customer service, reflective practice and continuous improvement in the planning and delivery of programs and services. 	Essential
Corporate	<ul style="list-style-type: none"> Working knowledge of the Microsoft Office suite and use of corporate technology. Application of equity and diversity principles, WHS and Injury Management procedures and participative work practices. 	Essential Essential
Qualifications	<ul style="list-style-type: none"> A tertiary qualification in community development, youth work, social sciences or another relevant discipline, or demonstrated equivalent experience in a similar role. 	Essential
Government	<ul style="list-style-type: none"> Experience working in a government environment. 	Desirable

Corporate Systems and Information Assets

Manage projects and business activities to ensure that all corporate information and records are captured and managed in the appropriate corporate systems in accordance with the organisation's corporate policies and procedures on information governance and records management (electronic and physical).

Policy and Procedure

Adhere to council policies, procedures, guidelines and standards, in particular, but not limited to, our Organisational Values and Code of Conduct for Employees, Procurement Policy, Public Interest Disclosure and the following procedures: Employment in Addition to Council, E-Communication, Management of Unsatisfactory Performance and Unacceptable Behaviour.

Performance and Development Review Process

The City of Onkaparinga is committed to a performance and development management process (PDP). A well-functioning performance and development review process is a critical part of our organisation's drive to attain and sustain organisational and individual excellence. This is a mandatory activity for every employee in the organisation to ensure that each individual is provided the best opportunity to

succeed. In addition to performing your role in accordance with this job description, there are primary and secondary goals defined within the PDP process which will be used to measure annual performance and delivery against expectations.

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the organisation may require you to carry out any duties which are within your skills and competence.

Employee Signature	Date
Team Leader / Manager Signature	Date