



**Job Title:** CND Officer (SCHADS Level 4)

**Fraction of Time:** 15 hours per week

**Reports to:** MADCA Manager

**Location:** Milang Old School House Community Centre

**Job Purpose:** The Community and Neighbourhood Development Program Officer, plays a pivotal role in planning, implementing, and managing community and neighbourhood development programs within our community centre. This role requires a dynamic and community-focused professional who is committed to fostering social cohesion, enhancing community well-being, and creating opportunities for local residents to help reduce social isolation and loneliness.

**Key Responsibilities:**

1. Program Development and Management:

- Develop, implement, and evaluate community and neighbourhood development programs, ensuring they align with the community centre's mission and goals.
- Collaborate with community stakeholders, residents, and partners to identify needs and opportunities for program development.
- With the Manager, oversee program logistics, including budgeting, scheduling, and resource allocation.

2. Community Engagement:

- Build strong relationships with community members, local organisations, and government agencies to enhance community engagement and support.
- Facilitate community consultations and surveys to gather feedback and input on program planning and development.
- Promote a sense of belonging and inclusivity within the community centre.

3. Advocacy and Outreach:

- Represent the community centre in external meetings and collaborations with local authorities, organisations, and partners.
- Advocate for community needs, funding, and resources to support program initiatives.
- Develop and maintain effective communication channels to keep community members informed about programs and services.

4. Training and Workshops:

- Organise and facilitate training sessions, workshops, and events that promote skill development, empowerment, and social inclusion.



- Identify training opportunities and collaborate with subject matter experts to provide relevant educational content.

#### 5. Reporting and Documentation:

- Maintain accurate records of program data, participant information, and outcomes.
- Prepare regular reports on program progress, including evaluation and assessment of impact.

#### 6. Resource Mobilisation:

- Identify potential funding sources, grants, and partnerships to secure financial support for community programs when required.
- Prepare grant proposals and applications in coordination with the Manager.
- Liaise with the Volunteer coordinator on any needs for volunteer support and/or training opportunities.

The above list is not exhaustive, and the role may change to meet the overall objectives of the program and the organisation.

#### **Qualifications and Skills:**

- Qualifications in community development, or a related field. Additional relevant certifications or postgraduate qualifications are a plus.
- Strong understanding of community and neighbourhood development principles, and experience in program design and evaluation.
- Exceptional interpersonal skills and the ability to work effectively with diverse groups, including marginalised populations.
- Knowledge of local community dynamics, needs, and resources.
- Proficiency in project management, budgeting, and reporting.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- A commitment to the principles of social justice, equity, and inclusion.

**Working Conditions:** The CND Officer will be required to work standard business hours, with occasional evening or weekend work as required. The role is based in an office environment at the community centre.

**Salary and Benefits:** The salary for this position will be in line with SCHADS Level 4, with salary packaging available. The community centre offers a range of benefits including flexible work arrangements, professional development opportunities, and a supportive and inclusive workplace culture.

