

Position Description  
**Our Towns Project Officer**  
Reports to: The Manager, Milang & District Community Association Inc  
Part Time – 22.5 hours per week SCHADS Award Level 4  
Fixed Term: October 2020 – September 2021  
Location: Milang / Strathalbyn SA

**Scope of Position:**

The Our Towns Project Officer will engage with individuals and existing community groups in each township to identify potential Champions and invite them to be involved in the project. The project aims to build town capacity/ wellbeing by providing professional support through the Growing Life Connections (GLC) partnership, using strengths-based and person-centred approaches. Support is provided in both group settings and on an individual basis. This is a regional project spanning a cluster of towns including the larger town of Strathalbyn and six smaller towns including Milang, Langhorne Creek, Woodchester, Ashbourne, Finnis and Clayton Bay.

The Project Officer will facilitate support and training to volunteers from community organisations who will be Champions of the Program. Support is focussed specifically at reaching the isolated and vulnerable families and those with more complex needs.

**Working Relationships**

This position is accountable to the Manager, MADCA, and will be working closely with the GLC Team, supervised by the GLC Manager based at Milang Old School House Community Centre.

The position has working relationships with individuals, families, volunteers, other service providers and GLC partner organisations within the region (7 towns)

**Duties**

- Link with existing groups in the community to gain their support for the project. Share information about the project at their regular gatherings. Utilise strategies with the aim to find others in the community.
- Recruit, train and support a selection of 40 Champions from across the various towns within the Our Town region.
- Facilitate group processes that are welcoming and build relationships.
- Build and maintain strong networks, service partnerships in each town and with the GLC Partnership organisations.
- Facilitating for the delivery of training e.g. “Mental Health Training” for both Champions and community.
- Provide information, and effective referral pathways to other support groups within our region.
- Provide education material – undertake the ‘5 Ways to Wellbeing’ to assess Champion’s key areas to focus on and support their wellness goals into the future.
- Establish a project Facebook page to promote regular information on mental health and wellbeing and information about Pop-up dates and opportunities that align with the 5 Ways to Wellbeing.

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- Establish a Community Pop-up Information Stand – to provide information regarding the project and how to be involved, mental health and wellbeing programs, groups and activities available in the community and supported links to those groups.
- Participate in and support community development processes
- Collect and record data and information for the purpose of accountability, evaluation and reporting requirements.
- Adhere to privacy and confidentiality
- Promote and maintain safe work practices in accordance with MADCA work health and safety policies and procedures
- Involve the MADCA Manager and members of the Partnership Management Group on any decision-making process that has direct impact on Growing Life Connections Programs, brand and reputation.
- Any other duties relevant to the position as delegated by the GLC Manager, Regular Supervision with GLC Manager, attendance at bi-monthly GLC Partners meetings.

#### **Personal Skills / Attributes**

- Ability to self-reflect and work in partnership
- Focus on Outcomes
- High level of communication, organisational and leadership skills
- Professional approach and personal accountability
- Ability to demonstrate initiative and work under pressure
- Ability to plan and manage work independently
- Ability to maintain confidentiality of information
- Respect for individual differences and dignity
- Demonstrated commitment to learning, developing skills and sharing knowledge and information
- Ability to adapt to change
- Working safely
- Apply MDCA Guiding Values to all aspects of your work

#### **Selection Criteria:**

##### **Essential:**

Applicants should be able to demonstrate their experience and knowledge with regard to the following selection criteria:

- Formal qualifications with relevant 3-4yr degree to undertake the work related to this level
- Experience attained through previous appointments, services and study to undertake a range of activities required. Community sector experience an asset.
- Ability to supervise volunteers within a work area or activities of a complex nature.
- Demonstrated experience in working alongside individuals and families, using a partnership, strengths-based and person-centred approach, to achieve agreed outcomes.
- Highly developed communication and interpersonal skills including the ability to negotiate and advocate on behalf of people

- Exercise judgement and or contribute critical knowledge and skills where procedures are not clearly defined
- Managing time, setting priorities, planning and organising their own work to achieve specific objectives.
- Advanced analytical and evaluation skills.
- Current state/territory Australian driver's license and willingness to use private vehicle if required. (Reimbursement of approved work-related travel expenses are made by MADCA)

**Desirable:**

- Experience working with families from culturally and linguistically diverse (CALD) background, Indigenous, low socio-economic, young parents, and socially or geographically isolated people
- Understanding of government and non-government organisations within the Strathalbyn and districts, including access to services for people.
- Ability to implement community development principles
- Capacity to deliver formal training to volunteers
- Understanding of relevant Federal and State legislation and how it relates to the care and protection of Children

**Police check or child protection screening:**

Have or be willing to undertake DCSI Working with Children screening & Working with Vulnerable People Screening

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