

Senior Community Development Officer

Work Unit	Program Delivery
Classification Level	3
Employment type	Permanent
Work location	State/Territory Offices
Reporting line	Regional Community Development Manager
Supervisory Responsibilities	Nil
Date document created or updated	May 2024

Position purpose

The Program Delivery (PD) team delivers the Alcohol and Drug Foundation (ADF's) evidence-based alcohol and other drug (AOD) prevention programs to the Australian community. In addition to delivering pilot programs and new initiatives, State and Territory PD teams are responsible for the delivery of the Good Sports program, and Local Drug Action Team (LDAT) program.

State and Territory teams consist of Senior Community Development Officers (SCDOs) who engage with community in the delivery of ADF programs and projects. SCDOs play a pivotal role in building the capacity of local communities to address drug and alcohol-related harms. SCDOs develop relationships with community and program stakeholders such as community sporting clubs, leagues and associations, local councils, and community organisations delivering prevention programs in partnership with the ADF. SCDO's also facilitate community forums and workshops and represent the ADF at external events and expos. SCDOs also engage in internal working groups, contribute to pilot projects, maintain high quality data, and achieve service delivery goals.

Organisational context

Celebrating 60 years of service to the community, the ADF is Australia's leader in AOD harm prevention. Our mission is to inspire positive change and deliver evidence-based approaches to minimize alcohol and drug harm in our community. Our vision is that people live healthy, safe, and satisfying lives, unlimited by alcohol and drug harm.

The ADF's work reaches millions of people in local communities through sporting clubs, workplaces, healthcare settings and schools, through education, harm prevention programs and advocacy. The ADF is proudly independent and not-for-profit.

Our services and programs include:

- Alcohol and drug information
- Program Delivery
- Knowledge, research and evaluation
- Policy and advocacy

The ADF's four key values are Courage, Collaboration, Adaptability, and Impact. Our values underpinned by a commitment to good governance.

For further information, please go to our website: <http://www.adf.org.au/>

Key Relationships

Internal Relationships:

- State Manager
- Regional Community Development Manager
- SCDO peers, other ADF Business Units and project teams

External Relationships:

- Community sporting clubs, leagues, and associations
- Local & State/Territory Government
- Community organisations and members

Responsibilities

- Deliver ADF programs in line with established policies, procedures and quality standards
- Visit and engage with community, developing their capacity to address local AOD issues through place-based approaches
- Develop and maintain relationships with community sporting clubs, leagues and associations, local councils, and other community organisations
- Promote and support the ADF's programs, exploring collaboration, and partnership opportunities
- Engage with program stakeholders responsively, including online, in-person, phone and email
- Facilitate forums and workshops with program stakeholders and represent the ADF at community events and expos.
- Effectively plan and deliver programmatic activity such that targets and key performance indicators are met
- Record and maintain accurate and up-to-date program data in the ADF's data management systems
- Invest in personal development by participating in internal working groups, attending ADF communities of practice sessions, professional development and training opportunities
- Contribute to the delivery of the ADF Reconciliation Action Plan
- Provide feedback that supports the continuous improvement of ADF programs
- Prepare internal and external reports as required

Capability Profile

Formal Education

- Bachelor's degree in health, health promotion or related field or demonstrated experience in a community development role

Key Selection Criteria

- Demonstrated experience facilitating health promotion, AOD or similar community-based programs
- Understanding of community development principles and a willingness to visit and engage with communities to support delivery of place-based harm prevention approaches
- An understanding of Aboriginal and Torres Strait Islander culture and an interest in working collaboratively with community to achieve outcomes
- Awareness of drug and alcohol-related issues, harm reduction and harm minimisation approaches
- An ability to self-motivate, to plan effectively and deliver on program performance objectives and targets
- Experience developing stakeholder relationships and influencing change
- Strong communication skills, including highly developed written and group presentation skills
- Ability to resolve conflict, solve problems and negotiate with stakeholders
- Excellent organisational skills with the capacity to work autonomously and as part of a team.
- Capability and preparedness to embrace and lead adoption of new IT platforms and systems.
- Hold a current driver's license and own a vehicle
- State-based travel is required as part of program delivery. Interstate travel may be required from time-to time.

Desirable

- Experience working with community sporting clubs and/or club volunteers
- Understanding of place-based approaches to community harm prevention

The successful candidate must be willing to undergo a Working with Children check.

Competencies (See table below)

Competency	Definition	Importance
Communication	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	Essential
Build & Maintaining Relationships	Able to establish and maintain relationships with people at all levels. Values and protects effective relationships with employees, customers and suppliers, as appropriate. Builds harmonious and positive alliances with relevant professional contacts.	Essential
Drive & Initiative	Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work over long time periods. Highly motivated to achieve goals. Pro-active and self-starting. Seizes opportunities and acts upon them. Originates / takes action so as organisational goals can be met.	Essential
Influence and Negotiation	Persuades, convinces and negotiates to gain acceptance of ideas and/or courses of action.	Essential
Quality & Compliance Focus	Performs duties in a consistent and reliable manner. Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	Essential
Customer Focus	Understands and works to meet the needs and expectations of internal and/or external customers. Concerned with providing prompt, efficient, and personalised service to clients. Willing to go out of his/her way to ensure that individual customer needs are met.	Essential
Teamwork and Collaboration	Cooperates and works well with others in the pursuit of team goals. Shares information and supports others.	Essential
Adaptability	Adapts to changing work requirements and demands. Willing to adjust behaviour in response to the situation. Receptive to new ideas and approaches. Undertakes work with a sense of flexibility.	Desirable