

# Senior Community Development Officer

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

## Position purpose

The Program Delivery (PD) team delivers the Alcohol and Drug Foundation (ADF’s) evidence-based alcohol and other drug (AOD) harm prevention programs to the Australian community. State and Territory PD teams consist of Senior Community Development Officers (SCDOs) who play a pivotal role in building the capacity of local communities to address drug and alcohol-related harms.

SCDOs have primary responsibility for the delivery of the Good Sports program and Local Drug Action Team (LDAT) program. The Good Sports program aims to strengthen club policies and practices to prevent harm from alcohol and other drugs and promote a healthier, safer and more family friendly environment. The LDAT program works to develop the capacity of Australian communities to deliver evidence-informed activities that prevent and minimise alcohol and other drug-related harm at a local level. SCDOs also support the delivery of pilot programs, project and new initiatives.

SCDOs proactively develop and maintain relationships with program participants, supporting their progression through ADF programs. SCDOs also facilitate community forums and workshops and represent the ADF and its programs at external events and expos. SCDOs maintain a focus on high quality data and are committed to achieving 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 visit our website: <http://www.adf.org.au/>

## Key Relationships

### Internal Relationships:

- State Manager
- Regional Community Development Manager
- National Community Programs team
- National Strategic Programs team
- Research and Evaluation team

### External Relationships:

- Community sporting clubs, leagues, and associations
- Local & State/Territory Government
- Community organisations including alcohol and other drug agencies and community health

## Responsibilities

- General
  - Deliver ADF programs in line with established policies, procedures and quality standards.
  - Develop and maintain relationships with relevant community and program stakeholders including community sporting clubs, leagues and associations, local councils and community health services.
  - Proactively and confidently engage with program stakeholders 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 activity such that program/project targets and key performance indicators are met.
  - Record and maintain accurate and up-to-date program data in the ADF's Customer Relationship Management system (Salesforce).
  - Invest in personal development by participating in internal working groups, attending ADF communities of practice sessions, professional development and training opportunities.
  - Support the continuous improvement and innovation of ADF programs.
- Good Sports program
  - Proactively identify and engage with community sports clubs that would benefit from the Good Sports program, including through cold calling and organised club visits
  - Support Good Sports clubs to progress through the program, including through the implementation of identified actions and policies.
  - Facilitate alcohol management workshops with community sporting clubs to increase awareness of AOD harms and how to reduce risk for club members, families and the community.
- Local Drug Action Team (LDAT) program
  - Support LDATs to develop an evidence-informed and place-based approach to preventing and/or reducing AOD harms in their local community.
  - Support LDATs to develop a Community Action Plan (CAP), outlining the prevention activities to be delivered and evaluated.
  - Proactively engage with LDATs to monitor and support the delivery of their CAP activities, complete their evaluation report and financial acquittal.

## 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

- Awareness of community AOD issues, harm reduction and harm minimisation approaches.
- Understanding of community development principles.
- A willingness to visit and engage with communities to support delivery of place-based harm prevention approaches.
- Demonstrated experience facilitating health promotion, AOD or similar community-based programs.
- Demonstrated experience and confidence facilitating group workshops and presentations.

- Strong verbal communication skills, including highly developed engagement and group presentation skills.
- Demonstrated experience developing and maintaining stakeholder relationships.
- An ability to self-motivate, plan effectively and meet Key Performance Indicators
- Excellent organisational skills with the capacity to work autonomously and as part of a team.
- Ability to travel within State/Territory, a current driver's license and personal vehicle.
- Ability to deliver after hours workshops to community sports clubs.
- 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
<b>Communication</b>	Establishes open communication channels. Able to express own ideas and opinions in an appropriate manner. Receptive to others' communications.	<b>Essential</b>
<b>Build &amp; Maintaining Relationships</b>	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.	<b>Essential</b>
<b>Drive &amp; Initiative</b>	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.	<b>Essential</b>
<b>Influence and Negotiation</b>	Persuades, convinces and negotiates to gain acceptance of ideas and/or courses of action.	<b>Essential</b>
<b>Quality &amp; Compliance Focus</b>	Performs duties in a consistent and reliable manner. Demonstrates attention to detail and standards of excellence. Committed to the achievement and maintenance of quality.	<b>Essential</b>
<b>Customer Focus</b>	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.	<b>Essential</b>
<b>Teamwork and Collaboration</b>	Cooperates and works well with others in the pursuit of team goals. Shares information and supports others.	<b>Essential</b>
<b>Adaptability</b>	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.	<b>Desirable</b>