



JOB TITLE Community Development Project Officer	CLASSIFICATION Band 6	REPORTS TO Coord Community Programs
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WHAT WE TRUST YOU TO DELIVER




- » Support and build capacity of community organisations and not for profit sector to attract and retain volunteers and to access diverse funding and revenue opportunities to build sustainability.
- » Deliver the Volunteering Expo, and the Stonnington Volunteer Hub including assisting community groups and not for profit organisations and connecting volunteers with available opportunities.
- » Grow nominations to, and deliver the Annual Volunteer Awards Program
- » Engage the sector in scheduling and delivering an annual program of relevant capacity building events and programs that support networking, skills development, governance, grant seeking and volunteering in the municipality.
- » Work alongside council staff and communities to support agreed projects and programs, including those arising from strategies and action plans.
- » Build the capacity across Council to understand and use community development principles and practices.
- » Provide administrative support when needed.

WHAT YOU'LL NEED TO THRIVE




- » Experience in designing, delivering, and evaluating community programs.
- » History of developing and/or implementing community development strategies, frameworks, campaigns, materials, or action plans that successfully deliver community benefits.
- » Superior stakeholder management skills with experience working with a broad range of community groups.
- » Superior communication skills.
- » Tertiary qualification in a relevant discipline (Social Science, Social Work, Community Engagement etc).
- » Strong knowledge of local government operations is highly desirable.
- » Drive and enthusiasm, with confidence to challenge the norms and question the status quo.

WHAT WE'LL DO TO SUPPORT YOU



- » Provide a safe and welcoming environment where you'll be encouraged to innovate and embed new ways of working.
- » Deliver opportunity for genuine engagement and collaboration across all levels of the business.
- » Commit to your long-term growth and career development.


WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable, and smart community.

VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	2	2	2	2	2
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	2	2	2	2	2