



Duty Statement – Community Development Officer

ICV is a registered not for profit organisation that promotes the wellbeing of Aboriginal and Torres Strait islander people. We are 'closing the gap' on Indigenous disadvantage through community development and capacity building projects. Reconciliation that occurs through our volunteering work with communities is also an important outcome.

ICV's Community Development Officers (CDOs) are the key link between our volunteers and Indigenous communities. CDOs work at the grass roots level with Indigenous communities and volunteers to manage and implement development and capacity building projects. CDOs are supported by and report through, the Regional Manager.

Key components of ICV CDOs duties include:

- (a) Establishing, maintaining and growing effective grass-roots relationships with Indigenous people and communities – in urban, regional and remote locations.
- (b) Initiating and implementing ICV projects by engaging with communities and volunteers about project identification, design, implementation, management, and evaluation.
- (c) Under the direction of more senior ICV staff, build and maintain relationships with other ICV stakeholders including representatives of government, non-government, corporate and professional organisations to ensure that ICV has positive relationships with all stakeholders.
- (d) Assisting with the recruitment of ICV volunteers through representational and other activities.
- (e) Contribute to efficient, effective and ethical investment of ICV resources, including financial resources.
- (f) Collaborating with other staff in ICV's network to contribute to organisational efficiency, growth and innovation.
- (g) Respecting and adhering to ICV's workplace culture and code of conduct and maintaining the highest standards of probity.



Selection criteria – Community Development Officer

- (a) Ability to work respectfully, effectively and collaboratively In diverse cultural and geographic locations
- (b) Experience engaging with remote Indigenous communities to identify community needs and working with the community to develop appropriate projects in response
- (c) Proven ability to demonstrate initiative and flexibility when faced with challenges or opportunities
- (d) Emotional intelligence demonstrated by strong team and communication skills and a capacity to build and maintain productive relations with people, community groups and organisations of diverse backgrounds and interests.
- (e) Ability to manage projects and resources efficiently, effectively and ethically in challenging and culturally diverse settings
- (f) Effective written and verbal communication skills
- (g) Demonstrated information technology skills as well as strong organisational and time management skills

ICV aims to be an employer of choice for Indigenous and non-Indigenous Australians. Indigenous Australians, culturally and linguistically diverse Australians and women are strongly encouraged to apply.

ICV implements a family-friendly workplace environment and supports its staff to achieve a healthy work-life balance.