



## **Duty Statement – Senior 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 Senior Community Development Officers are the key link between our volunteers and Indigenous communities. Senior Community Development Officers work at the grass roots level with Indigenous clients and volunteers to manage and implement capacity building projects. Senior Community Development Officers support the Regional Managers in providing guidance and leadership to Community Development Officers and other members of the Regional Team.

Key components of ICV Senior Community Development Officer duties include:

- (a) Establishing, maintaining and growing effective grass-roots engagement 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, negotiation, management, and evaluation.
- (c) Provide leadership, mentoring and guidance to Community Development Officers to ensure that project outcomes are being met.
- (d) Undertake high profile and complex projects and extra duties as required and directed by Regional Manager.
- (e) Under the direction of more senior ICV staff, build and maintain relationships with other Indigenous and non-Indigenous stakeholders including government, non-government organisations, and corporate and professional partners.
- (f) Assisting with the recruitment of ICV volunteers through representational and other innovative activities.
- (g) Contribute to efficient, effective and ethical investment of ICV resources, including financial and resource management and reporting.
- (h) Respecting and adhering to ICV's workplace culture and code of conduct and maintaining the highest standards of probity.



## **Selection Criteria – Senior Community Development Officer**

- (a) Ability to work respectfully, effectively and collaboratively with Indigenous and non-Indigenous people in urban, regional and remote settings.
- (b) Demonstrated ability to build effective relationships with community groups and other organisations of diverse backgrounds and interests, particularly within the Sydney Indigenous community.
- (c) Demonstrated initiative and flexibility when faced with challenges or opportunities.
- (d) Ability to manage resources efficiently, effectively and ethically in challenging and culturally diverse settings.
- (e) Effective written and verbal communication skills.
- (f) Demonstrated leadership skills and ability to mentor junior staff members.
- (g) Demonstrated information technology skills.
- (h) Skills or experience in volunteering or community development

A current drivers licence is an advantage as the position requires regular travel to regional locations.

**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.**