

## POSITION DESCRIPTION

### PRINCIPAL PURPOSE OF CRN

The principal purpose of CRN is work with organisations that work in the Western Sydney area to directly alleviate poverty and distress suffered by economically and socially disadvantaged communities. CRN aims to achieve this purpose by:

- ) Building the capacity of service providers to work together on issues affecting disadvantaged communities.
- ) Enhancing the level of engagement of vulnerable and disadvantaged communities.
- ) Strengthen the voices of disadvantaged communities by representing their views.
- ) Provide information and resources on community projects, programs and networks assisting disadvantaged communities and vulnerable groups.

### Position Details:

<b>Title:</b>	<b>Project Officer – Capacity Building</b>
<b>Status:</b>	Fixed Term Part-time to 30 <sup>th</sup> June 2020
<b>Award:</b>	Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS)
<b>Grade:</b>	Grade 5
<b>Hours:</b>	21 hours per week (3 days)
<b>Probation Period:</b>	3 months
<b>Office Location:</b>	Glendenning

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### Primary Purpose of the Position:

The primary purpose of the position is to undertake a range of activities that build the capacity of the human services sector in Blacktown, The Hills and surrounding LGA's. These activities will focus on improving collaborative practices, partnership development and innovative projects that address the capacity deficit and viability issues experienced, particularly, by the smallest and most marginal organisations working in the area. It will also keep up to date with policy and other issues affecting the community and the sector. The capacity building of organisations assists them in the work that they do in socially disadvantaged and marginalised communities.

### Organisational Relationships:

**Accountable to:** Executive Officer

**Collaborate with:** Project Officer-Communications, Peers

**Accountable for:** Students, Volunteers, other staff as occasionally required.

## **Position Objectives:**

- ) **Service system capacity building:** The Project Officer will design and implement strategies that assist the human services system in Blacktown, The Hills and surrounding LGAs to respond to developments and issues in their communities. The focus will be on building the capacity of individual services, their staff, volunteers and communities. This responsibility will be exercised in collaboration with CRN Committee Members, Executive Officer and Staff; as well as other non-government human service providers, private sector interests and agencies (including funders) at all levels of government.
- ) **Service system accountability:** The position will project manage activities that focus on improving the accountability of human services providers to their communities, to funding agencies and to each other. Improved governance practices and a better understanding and observance of the operational-governance divide in small community based NGO's will be key deliverables of the Project Officer's position.
- ) **Service system connectedness and resourcing:** The Project Officer will assist the organisation to meet its objective of a better-connected and resourced human services sector. This will involve responsibility for convening and resourcing current networking and information-sharing activities such as Interagencies and forums. (Particularly, the Blacktown Combined Interagency which CRN auspices) However, it will also be responsible for exploring new ways of connecting individual agencies to each other in the cause of improved service delivery for clients and outcomes for communities.
- ) **CRN capacity building:** The Project Officer has a range of responsibilities related to the organisation's own capacity to achieve its objectives. At one level these will include research and other activities which build CRN's knowledge-base of issues relevant to our customers and good-practice responses from across the world. At another, they extend to operational responsibilities which facilitate the smooth functioning of the organisation. These include maintenance of compliance and administrative processes associated with the capacity building project. They may also include delegated responsibilities for organisational management in the absence of CRN's Executive Officer or in other situations as required.

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## **Position Accountabilities:**

- ) Implement Community Resource Network's Strategic Plan. Work with CRN staff and other stakeholders to identify and action appropriate strategies for achieving corporate objectives.
- ) Build and maintain effective relationships with CRN's stakeholders, including small NGO's operating in Blacktown, The Hills and surrounding LGA's. This also includes other elements of the service delivery system - the private sector, agencies across all levels of government (including funders) and elected representatives and their staff.
- ) Maintain CRN's 'watching brief' on public policy developments relevant to its target communities and service outcomes and drive the organisation's advocacy agenda by active contributions to the 'critical debate' around these issues. This includes participating in submission writing, lobbying, participating in policy discussion forums and representing CRN in a public capacity.
- ) Undertake project management responsibilities consistent with achievement of organisational objectives, including design, implementation, management and evaluation of CRN's projects in collaboration with other team members.
- ) Ensure compliance with legislative, industrial and organisational policy within the scope of the Project Officer's position. This will include meeting the terms of funding and other

contractual agreements and observance of standards including Anti-Discrimination Legislation, Privacy, and Work Health & Safety etc.

- ) Project administration. Undertake the necessary administrative tasks associated with the activities of the Project Officer's position, including work plan design, implementation and evaluation.

## **Organisational Values and Work Practices**

- ) Respecting other Team Members, CRN Committee Members, CRN Members, CRN Customers and the organisation's credibility
- ) Building relationships on a foundation of trust
- ) Learning from what we do and sharing these opportunities to grow with each other and our customers
- ) Making a difference by the strength of our commitment, the quality of our work and the effectiveness of our collaborative work practices
- ) Setting an example and motivating others
- ) Contributing to positive social change by identifying opportunities for improved practice in the services we work with and by designing innovative responses to entrenched problems in socially disadvantaged communities
- ) Maintaining a safe, harassment-free workplace

## **Selection Criteria:**

Essential Selection Criteria:

- ) Demonstrated experience in TEI program planning, implementation & Evaluation
- ) Demonstrated high-level facilitation skills
- ) Demonstrated high-level relationship building and relationship management skills
- ) Demonstrated strategic planning skills and capacity to engage diverse stakeholders in innovative responses to identified issues
- ) Demonstrated high-level organisational, time-management, administrative skills
- ) Understanding of the human services system and the issues confronting not-for-profit service providers within that system
- ) Excellent project management skills
- ) Excellent spoken, written and cross cultural communication skills
- ) Demonstrated commitment to social justice
- ) Demonstrated understanding of public policy development processes and capacity to analyse and respond
- ) Demonstrated understanding of WH&S legislation and an employee's responsibilities under the Act
- ) Research and consultation skills
- ) To be able to use Microsoft software, including Office packages.
- ) Drivers' license and use of comprehensively insured vehicle during working hours

Desirable skills:

- ) Understanding of community development principles and practice
- ) Understanding of the geographic areas that CRN works in and their social issues.
- ) Relevant tertiary qualification in social sciences or related fields

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*Prepared by: CRN Executive Officer*

*Date: May 2018*