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| **Position Description and Contract**

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| **Position Title:** | Community Resilience Project Officer**Position Description and Duty Statement** |
| **Responsible to:** | Day-to-day accountability to the Executive Officer, Inner Sydney VoiceFor deliverables and milestones to the Inner Sydney Voice Board and funding bodies. |
| **Location:** | Hawkesbury- Nepean Valley Office Location – Waterloo NSW 2017 |
| **Status:** | Part-time 21 hours a week – 9 month Contract  |
| **Conditions:** | National Employment Standards Employment ContractISV Enterprise AgreementCompany policies and procedures |
| **Remuneration & Benefits:** | Base salary SCHADs Level 7.1 plus superannuation guarantee.Flexible work practices |
| **Conditions of Employment** | **Probationary Period:** A probationary period of three months’ duration applies to all positions. **Time in Lieu:** Time in Lieu arrangements are in place. A maximum of 35 hours may be accumulated at any one time (pro rata for part-time positions)**Annual Leave:** Four weeks (pro rata) of annual leave provided over 12 months**Expenses:** Expenses are reimbursed on the presentation of receipts.All other terms and conditions of employment are those applying described in Inner Sydney Regional Council’s (trading as Inner Sydney Voice) Enterprise Agreement, which includes and in most cases betters the conditions set out in the Modern Award.All employees of Inner Sydney Regional Council are bound by the properly approved policies and procedures of the organisation. |
| **Probity Checks:** | Reference Checks100 points of Identification Qualifications / Certifications required for position |
| **Level of Delegation:** | As outlined in Delegations Policy |

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| **Organisational Context**We are looking for a suitably qualified/experienced person to join the Inner Sydney Voice team as the Community Resilience Project Officer to assist social housing tenants living in the Nepean-Hawkesbury area to develop a disaster preparedness/emergency plans and to build flood awareness.The successful applicant will be employed by Inner Sydney Regional Council for Social Development Inc. (trading as Inner Sydney Voice.) Inner Sydney Voice (ISV) is a Not-for-Profit, Sector and Community Development Organisation whose principal purpose is to work with organisations and residents that work in the Sydney region to alleviate poverty, marginalisation and distress suffered by economically and socially disadvantaged communities. ISV 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.
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| **Purpose and Duties:****The Role:** This project is funded through the Infrastructure NSW Hawkesbury-Nepean Valley Flood Risk Management Directorate. The role is a nine month fixed term position at 21 hours a week. The role will involve collaborating with social housing communities and other stakeholders to develop emergency planning processes for the tenants and service providers in the event of an emergency, including floods. The Project Officer will also work with a research team from Sydney University. The role will require Project Officer to work in Nepean-Hawkesbury region as well as at least one day a week/fortnight in ISV’s Waterloo office. **Statement of Duties**: The Project Officer will work with social housing tenants, community housing providers and local emergency services to develop, coordinate and implement a comprehensive, easy-to-understand disaster preparation and management plan for social housing tenants living in the Hawkesbury Nepean valley. The Project Officer will promote flood awareness and disaster risk reduction as a shared responsibility. They will work collaboratively with all relevant stakeholders, as well as encouraging community involvement in the planning process. The plan will include identified roles for the various agencies who interact with tenants on a frequent basis.The target groups for the project are: - Local Community Housing Providers/NGOs and service providers - Social Housing tenants **Duties will include:*** Communicate objective and projected outcomes to local community and other stakeholders
* Develop, in collaboration with a steering group, a disaster preparedness and emergency plan for tenants living in the Nepean-Hawkesbury Valley
* Develop materials/collateral for project
* Utilise existing community structures and networks to promote and enhance disaster preparedness
* Provide education and training around flood awareness and other disasters to relevant social housing communities.

**The Role will require:**• A good understanding of emergency planning• A good understanding of the social housing sector and communities |
| **SELECTION CRITERIA:****Essential:*** NSW Drivers License and Vehicle with Comprehensive Insurance cover
* Demonstrated coordination, administration and facilitation skills
* Demonstrated high-level relationship building and relationship management skills
* Demonstrated capacity to engage a diverse range of stakeholders
* Demonstrated high-level organisational, time-management, administrative skills
* Demonstrated ability to work autonomously, exercise independent judgment and make decisions
* Excellent spoken, written and cross-cultural communication skills
* Experience in hazard analysis/ /Incident management strategies
* Ability to develop and/or deliver emergency planning activities in formal and informal contexts
* Demonstrated commitment to social justice
* Demonstrated understanding of WH&S legislation and an employee’s responsibilities under the Act
* Proficiency in MS Office applications, social media platforms and online programs

**Desirable*** Understanding of community development principles and practice and community participation mechanisms.
* Demonstrated understanding disaster preparedness and emergency planning processes.
* Understanding and empathy for the social housing tenant body and the social issues faced by the community
* Demonstrated experience in developing adult education programs
* Understanding of public participation practices
* Understanding of the NGO sector

**Note:** This position description and associated information should not be considered as comprehensive in its description of responsibilities, criteria or outcomes. It is indicative of the position. The Project Officer can and will be asked to undertake duties within their competencies, skills and abilities that may not be mentioned in this document.**Inner Sydney Voice is an Equal Opportunity / Affirmative Action Employer.** |
| **Key Relationships**This position will work closely with social housing tenants and other agencies. The position is required to communicate progress and issues to the Executive Officer and Board.Other stakeholders include, but are not limited to:* Community Housing Providers
* Infrastructure NSW
* Sydney University
* Emergency Services – Fire and Rescue/NSW Police/NSW Ambulance
* Tenant Participation and Community Engagement Program
* Other NGOs, organisations and community groups etc.
* Other meetings/forums as required
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