

# Position Description

**Position Title:** Programs Coordinator, Youth and Community Development  
**Position Number:** 126  
**Classification:** Level 7  
**Award Cover:** Local Government Industry Award 2010  
**Department:** Community Services  
**Work Unit:** Youth, Sport and Recreation  
**Location:** Jabiru

## Position Objective

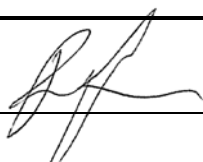
By adopting a community development approach to engage remote Aboriginal communities, empower local people and identify place-based needs, this position will utilise youth, sport and recreational activities to promote the social, emotional and cultural wellbeing of young people and communities across all Council's region.

## Key Responsibilities

1. Ensure a community development approach is incorporated into all work practices of staff and program processes.
2. Liaise with young people, community members, school groups and local service providers to determine the place-based needs of each community and develop activities accordingly.
3. Develop strong relationships with relevant stakeholders and actively seek collaboration.
4. Promote values and principles of inclusion, empowerment and youth development when developing and implementing youth activities.
5. Support Team Leaders to develop youth, sport and recreation activities that result in positive social, emotional and cultural benefits to all members of the community.
6. Provide motivational leadership and effective management to staff, including establishing supervision frameworks, appraisal of staff performance and regular face-to-face visits to staff in all Council communities.
7. Work collaboratively with Council Service Managers in each community to administer and manage programs.
8. Oversee Youth, Sport and Recreation facilities in accordance with Council policy and in collaboration with other Council departments. Youth, Sport and Recreation facilities are sporting grounds/halls at each community, Jabiru and Maningrida pools and Gunbalanya Youth Centre.
9. Manage the administration and implementation of relevant funding contracts in accordance with the agreement and budget.
10. Other duties relevant to the Community Services Department, as required.
11. With regard to work health and safety in the workplace,
  - a. ensure you work safely, the way you work does not cause harm to others, and you use measures within your control that prevent injuries or illnesses; and

Approved by:

CEO:



Date: 27 September 2017

Page 1 of 3

- b. within your area of responsibility, ensure compliance with work health and safety legislation and Council's work health and safety policies and procedures.

### Selection Criteria

#### Essential:

1. Qualifications in community development/community services and/or sport and recreation, including experience facilitating sporting activities.
2. Good working knowledge of community development and the concept of place-based, within the context of remote Aboriginal communities.
3. An understanding of issues which impact young people in remote communities.
4. Proven experience in managing a large team located across various remote communities.
5. Experience working or living in a remote Indigenous community and/or demonstrated ability to work effectively and respectfully with Indigenous people.
6. Strong program management skills including project planning, evaluation, financial management, and the capacity to set program direction in consultation with relevant stakeholders.
7. Demonstrated ability to be an effective leader who inspires creativity, problem solving 'outside the box', and aims for quality in service delivery.
8. Strong written and oral communication skills to communicate effectively with a diverse audience.
9. Qualifications /licences required:
  - a. First Aid Certificate
  - b. Current Northern Territory 'C' Class driver licence

### Organisational Relationships

**Position reports to:** Manager Community Services

**Staff reporting to position:** Senior Team Leader Youth, Sport and Recreation;  
Team Leaders Youth, Sport and Recreation; Team Leader/s Pool, Pool Officer/s

**Performance review conducted by:** Manager Community Services

**Position liaises with:**

**Internal:**  
Council staff

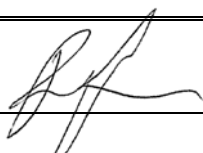
**External:**  
Government representatives  
Community organisations  
Community members  
Suppliers

### Further information

1. This is a full-time position – 38 hours per week
2. Days on which ordinary hours can be worked – Monday to Sunday
3. Span of ordinary hours - 5:00 am to 10:00 pm
4. A criminal history check is mandatory. Unless relevant to the position, criminal history will not affect employment.

Approved by:

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Date: 27 September 2017

Page 2 of 3

- 5. This position may involve working with children. Therefore a current and satisfactory Clearance Notice/Ochre Card is mandatory.
- 6. Travel to remote communities by air, boat, car or 4WD will be required.
- 7. Aspects of this role will require working outside normal working hours or on weekends.