

POSITION DESCRIPTION:

Community Development Worker

Employer:	North Melbourne Language & Learning Inc. (NMLL)
Classification:	NHACE Award, CD Worker Class II(b) 5.1.
Conditions:	0.6EFT. Fixed term contract to December 2021: extension is likely, subject to funding confirmation.
Reports to:	Community Development Coordinator
Location:	NMLL's office is in North Melbourne.
External Liaison:	Includes Flemington Community Centre staff, City of Melbourne, North Melbourne Community Centre, Moonee Valley City Council, Inner Melbourne Community Legal, North Melbourne Agency Collective (NAC) members, Public Housing Residents, NMLL students, community members, Service Stars and William Angliss Institute.
Internal Liaison:	Administration team, NMLL teachers, Education and Compliance Coordinator, Teachers, General Manager, Volunteers.

Position Overview

NMLL works with adults from the culturally and linguistically diverse (CALD) communities of the inner northwest of Melbourne, including residents from the North Melbourne and Flemington Public Housing Estates.

NMLL is a community based Registered Training Organisation (RTO), Learn Local Organisation (LLO) and Neighbourhood House. NMLL's education offer includes accredited English as an Additional Language (EAL) at five levels and complementary pre-accredited digital literacy and numeracy courses, amongst others.

The aim of the NMLL community development (CD) team and this role is to facilitate intercultural exchange and awareness within our communities of focus and the broader communities and to support employment and education pathways for our students and participants. This role supports the delivery of a range of NMLL funded projects and events that meet the needs and aspirations of local communities.

The Community Development teams and Education team work in unison.

The Community Development Worker's tasks include:

1. Leading and supporting a range of community engagement and outreach activities
2. Coordinating, planning and delivering community activities
3. Coordinating the Scanlon Foundation funded "Integrate" Project, an employment, education and training pathways project providing additional support to past NMLL students of the microbusiness, Flourish, Connecting-Cultures and Empowered Communities projects
4. Volunteer recruitment and support
5. Supporting community consultations
6. Supporting the development of funding submissions
7. Delivering the annual cherry picking excursion in December (COVID restrictions permitting)
8. Supporting information exchange and communications via the Friends of NMLL WhatsApp group and NMLL's Facebook page
9. Participation in relevant local service and community networks
10. Other activities as delegated and consistent with the role.

NMLL is an equal opportunity employer and provides a welcoming, friendly and inclusive work environment. NMLL has a diverse staff team, is family friendly and is a great place to work.

Key Responsibilities & Duties

1. Co-ordinate all aspects of the NMLL Community Development events and activities, including events, excursions and community engagement and consultation activities consistent with NMLL's Strategic Plan
2. Recruit and support NMLL's Volunteer pool
3. Update Volunteer Policies and Procedures
4. Lead and coordinate the Scanlon Foundation-funded "Integrate" Project and support a group of women undertaking the Certificate III in Commercial Cookery at William Angliss Institute
5. Lead and/or assist in the planning and delivery of initiatives as a result of community feedback
6. Ensure ongoing community feedback and engagement on NMLL community development directions and activities including liaison and collaboration with key program stakeholders and partners
7. Provide progress and acquittal reports as required by funding organisations , partners and NMLL
8. Facilitating the development of communication channels with the local communities.
9. Supporting information exchange and communications via social media.
10. Other duties as required or delegated and consistent with the role.

Key Selection Criteria

Essential Skills and Knowledge

1. Either
 - A diploma or degree in Community Development, Social Work or another relevant tertiary qualification.
 - Or, for those without qualifications, significant and relevant community development experience, either paid or unpaid, are encouraged to apply.
2. Proven ability to manage and lead complex community projects that achieve results within the prescribed timelines and budget
3. Significant cross cultural awareness and experience in community engagement and networking in a multicultural environment
4. Knowledge and ability to work with diverse communities experiencing employment, economic or educational disadvantage
5. Demonstrated experience in planning and delivering community events, especially working and collaborating with diverse cultural groups, individuals and community agencies
6. Demonstrated ability to be self-directed as well as work cooperatively as part of a small team
7. Well-developed interpersonal skills
8. Well-developed communication skills including a high standard of spoken and written English and a demonstrated ability to produce high quality materials, such as reports, flyers, e-mails and presentations, for a range of audiences
9. Demonstrated ability to engage and liaise effectively with a range of key stakeholders including CALD groups and individuals and community services
10. Well-developed computer skills including the Microsoft Office Suite
11. A demonstrated commitment to social justice principles and community action

Desirable Skills and Knowledge

1. Experience in promoting and marketing to CALD communities
2. Fluency in a community language such as Mandarin, Cantonese, Vietnamese, Somali, Amharic, Tigrigna, Oromo or Arabic
3. Skills in the use Zoom, MS Teams, Canva, Google, Chrome/Internet Explorer, Mailchimp and social media.

The successful applicant must have

1. A current Victorian driver's license and access to a car for occasional use at work.
2. A current satisfactory Working with Children Check (WWCC)
3. A current satisfactory National Police Clearance
4. Full and unrestricted rights to work in Australia
5. Flexibility to be able to work outside of usual office hours when required
6. Verified copies of qualifications or the original documents for copying.

Wages and conditions

1. This is a part time (0.6EFT) fixed term contract position and is classified under the Neighbourhood Houses and Adult Education Centres (NHACE) Collective Award. The role is funded until December 31 2021, however there is a strong possibility the role will be extended to July 2022.
2. Staff members are bound by the policies and procedures of the organisation as amended from time to time.

Please note

Your application

1. Must provide a cover letter and a resume.
2. Must address each key selection criteria (KSC)
3. Must be lodged via the Ethical Jobs web site www.ethicaljobs.com.au

Applications close at 11.00 am Wednesday 17th August 2021

Further information is available from the NMLL web site: www.nml.org.au

Queries should be directed to enquiries@nml.org.au or call (03)9326 7447.

Applicants proceeding to interview will be required to provide contact details for two professional referees.

Privacy notice

In accordance with privacy legislation, North Melbourne Language & Learning Inc. will use the personal information provided by applicants solely for the purpose of making appointments to positions within the organisation.

North Melbourne Language & Learning Inc. will take all reasonable steps to protect the personal information it collects and uses. It will not disclose such information to any outside organisation. North Melbourne Language & Learning Inc. will destroy the personal information provided when it is no longer needed for selection purposes, except where the applicant accepts a position within North Melbourne Language & Learning Inc.

By submitting personal information to North Melbourne Language & Learning Inc. applicants are deemed to have given their consent to the collection, use and storage of their personal information for the purpose stated above.