



### Position Description and Contract

<b>Position Title:</b>	Community Sector Resilience Project Officer
<b>Responsible to:</b>	Day-to-day accountability to the Executive Officer, Inner Sydney Voice For deliverables and milestones to the Inner Sydney Voice Board and funding bodies.
<b>Location:</b>	Inner Sydney Voice office, Waterloo & Hawkesbury Leisure & Learning Centre, Richmond
<b>Status:</b>	32 hours a week
<b>Conditions:</b>	National Employment Standards Employment Contract ISV Enterprise Agreement Company policies and procedures
<b>Remuneration &amp; Benefits:</b>	Base salary SCHADs Level 6.1 plus superannuation guarantee. Flexible work practices
<b>Conditions of Employment</b>	<p><b>Probationary Period:</b> A probationary period of six months' duration applies to all positions.</p> <p><b>Time in Lieu:</b> 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)</p> <p><b>Annual Leave:</b> Four weeks (pro-rata) of annual leave provided over 12 months</p> <p><b>Expenses:</b> Expenses are reimbursed on the presentation of receipts.</p> <p>All other terms and conditions of employment are those applying described in Inner Sydney Regional Council's (trading as Inner Sydney Voice) Enterprise Agreement. All Inner Sydney Regional Council employees, are bound by the organisation's properly approved policies and procedures.</p>
<b>Probity Checks:</b>	Reference Checks 100 points of Identification Police Check Qualifications/Certifications Police check
<b>Level of Delegation:</b>	As outlined in Delegations Policy



## **Organisational Context**

We are looking for a suitably qualified/experienced person to join the Inner Sydney Voice team as the Community Sector Resilience Project Officer to assist community sector organisations in the Hawkesbury-Nepean area to strengthen community resilience to future natural disasters and enhance the community sector's capacity to support communities in emergency management.

This project will develop a scalable, replicable community continuity planning process and produce community continuity plans in the Hawkesbury area.

These community plans will be used to enhance the local emergency management arrangements and link the community sector into these arrangements. This will strengthen community resilience to future disasters in the Hawkesbury LGA.

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.



## **Purpose and Duties:**

**The Role:** This project is funded through the Bushfire Local Economic Recovery Fund (The NSW Government and the Commonwealth Government are supporting the recovery of bushfire impacted communities through a range of funding programs, including the Bushfire Local Economic Recovery Fund) until June 2023.

The role will involve collaborating with community sector organisations and other stakeholders to develop emergency planning processes for the community in the event of an emergency or natural disaster, including floods. The Project Officer will also work with ISV staff, emergency management agencies and the local Council to support the engagement in continuity planning processes.

**Statement of Duties:** The Project Officer will work with and support local community organisations and local emergency management services to develop place-based community continuity plans for four communities in the Hawkesbury LGA: South Windsor, MacDonald Valley, Richmond and Colo/Colo Heights.

The Project Officer will promote community sector integration and local emergency management collaboration.

The Project Officer will work collaboratively with all relevant stakeholders and encourage community involvement in the planning process. The community plans developed will strengthen local partnerships and collaborations through mutual understanding of capabilities, needs and the articulation and operationalisation of shared responsibilities in disaster resilience.

The target groups for the project are:

- Local Community sector organisations
- Local emergency management groups and agencies
- Local community members, groups, and businesses

### **Duties will include:**

- Communicate objectives and projected outcomes to local community sector organisations and other key stakeholders
- Community sector identification and engagement to facilitate and co-ordinate the development of community continuity plan across the Hawkesbury Nepean area
- Identify and pursue opportunities for collaboration and partnership with relevant groups and stakeholders
- Develop, in collaboration with a steering group, a scalable and replicable community continuity planning process plan for community sector organisations in the Nepean-Hawkesbury Valley
- Develop materials/collateral for the project, including a place-based community continuity plan
- Promote via the community sector, strengthening community resilience to future natural disasters



## **SELECTION CRITERIA:**

### **Essential:**

- Demonstrated consultation, planning, community engagement and group facilitation skills
- Demonstrated high-level relationship building and relationship management skills
- Demonstrated capacity to engage a diverse range of stakeholders, particularly the community sector
- 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 disaster and 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**

- Have a Sound understanding of community development principles, practice and community participation.
- Demonstrated understanding of disaster preparedness and emergency planning processes.
- Demonstrated experience in developing adult education programs
- Understanding of public participation practices
- Knowledge of the NGO sector
- Previous working experience, knowledge or currently living within the communities in the Hawkesbury LGA: South Windsor, MacDonald Valley, Richmond and Colo/Colo Heights

**Note:** This position description and associated information should not be considered 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.



## Key Relationships

This position will work closely with social housing tenants and other agencies. The position is required to communicate progress, including reports and issues, to the Executive Officer and Board.

Other stakeholders include, but are not limited to:

- Community sector organisations in the Hawkesbury Nepean area
- Local Council/s
- Emergency Services – Fire and Rescue/NSW Police/NSW Ambulance
- Funders

## To Apply

Applications must include a current resume and a cover letter addressing the Essential Criteria of no more than four pages outlined in the position description. Applicants can address criteria in combination and are encouraged to include specific examples from their work and volunteer

Applications must be received by 5<sup>th</sup> November 2021 and addressed to The Chairperson, Inner Sydney Voice via:

- PO Box 3277, Redfern NSW 2017,
- Direct Delivery to ISV Office Rear 770 Elizabeth Street Waterloo, OR
- Email to [eo@innersydneyvoice.org.au](mailto:eo@innersydneyvoice.org.au).

**For further information on this position, don't hesitate to get in touch with Gretchen Young, Acting EO on [eo@innersydneyvoice.org.au](mailto:eo@innersydneyvoice.org.au) or 0402 281 943**

**Inner Sydney Voice is an Equal Opportunity / Affirmative Action Employer**