

Job Description

Community Development Coordinator	
Job title:	Community Development Coordinator
Reports to:	Team Leader
Dimensions:	Delivering a community focused project offering support to individuals and groups across the region.
Role purpose:	The role purpose is to work closely with local residents, organisations, and stakeholders to identify community needs and priorities, facilitate engagement and collaboration, and implement initiatives that foster sustainable development and improve the overall quality of life in the community
Decision-making:	Decision-making involves prioritizing projects and initiatives based on assessed needs, available resources, and potential impact. The individual allocates funding, time, and other resources strategically across projects to maximize effectiveness and sustainability. They decide on the best engagement strategies for involving community members, stakeholders, and partners, and navigate conflicts to maintain positive relationships. Program design and implementation decisions include setting objectives, timelines, and activities. Monitoring and evaluation involve determining metrics and data collection methods to assess progress and impact. The role requires making stances on policy and advocacy issues affecting the community, as well as identifying and managing risks. Effective stakeholder communication is crucial, as is collaborating with team members and community leaders to make decisions that align with service goals and community needs.
Principal Accountabilities	
Service Delivery	<p>These service delivery points reflect the responsibilities and expectations of a community development role and guide the work of individuals in this position to achieve meaningful impact within the community.</p> <p>Community Needs Assessment:</p>

- Conduct thorough assessments to identify community needs, challenges, and priorities, and use this information to inform development strategies and initiatives.
- **Engagement and Relationship Building:**
- Engage with community members, organizations, and stakeholders to foster collaboration, trust, and open communication.
- **Project Planning and Implementation:**
- Plan and execute community development projects that address identified needs and align with organizational goals, ensuring projects are delivered on time and within budget.
- **Resource Allocation and Management:**
- Strategically allocate resources such as funding, personnel, and materials across projects to maximize impact and sustainability.
- **Capacity Building and Education:**
- Offer training, workshops, and resources to help community members and local organizations build capacity and enhance their skills.
- **Monitoring and Evaluation:**
- Establish clear metrics and data collection methods to assess project outcomes and progress and use this data to inform future initiatives.
- **Partnership Development:**
- Build and maintain relationships with local, regional, and national partners, including government agencies, nonprofits, and businesses, to leverage resources and expertise.
- **Advocacy and Policy Influence:**
- Advocate for policies and initiatives that support community development and align with the community's needs and priorities.
- **Community Events and Outreach:**
- Organize and participate in community events and outreach activities to raise awareness and engage residents in development initiatives.
- **Innovation and Flexibility:**
- Encourage and implement innovative approaches to address community challenges and opportunities, adapting strategies as needed.
- **Conflict Resolution and Mediation:**
- Mediate conflicts and facilitate constructive dialogue between community members or stakeholders to resolve disputes and promote social cohesion.
- **Reporting and Documentation:**
- Maintain accurate records of all community development activities, projects, and outcomes, and prepare reports as required.
- **Inclusivity and Diversity:**
- Ensure that all community development initiatives are inclusive and respectful of the diversity of the community and strive to address the needs of marginalized groups.

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	<p>individuals in this position to achieve meaningful impact within the community.</p>
Team	<ul style="list-style-type: none"> • Team Collaboration and Communication: Contribute to a positive and collaborative team environment by engaging in open communication and supporting fellow team members. • Goal Alignment and Compliance: Work alongside team members to ensure that community development activities align with organizational vision and goals, and comply with internal and external standards and policies. • Mentorship and Knowledge Sharing: Participate in mentorship opportunities and knowledge sharing with colleagues to enhance collective skills and expertise. • Contribute to Team Objectives: Collaborate with the team to achieve objectives such as developing community development strategies and enhancing communication and outreach efforts. • Professional Development and Feedback: Engage in continuous learning and professional development, and actively seek feedback to improve performance and contribute positively to the team's success.
Contracts, Relationships and Partnerships	<ul style="list-style-type: none"> • Deliver on contract KPIs and provide data to the Contract Manager to use in reports. • Build effective relationships with key stakeholders and other organisations maintaining an effective marketing profile.
Financial	None
Business Development	<ul style="list-style-type: none"> • Participate in activities to support Business Development in the winning of new work/maintaining current income streams
Personal	<ul style="list-style-type: none"> • Live and breathe Voice Ability's values through own behaviour and by inspiring/guiding others in the way we work. • Be pro-active with own personal development

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive list of tasks and can be reasonably varied in order to reflect changes in the job or the organisation.