



Community Development Officer

APPLICATION PACKAGE



Requirements

- Implement and monitor community development programs, services and events to support community arts, culture and heritage, and welfare and sports/recreation services.
- Maintain links between council and the community and support the development of sustainable community groups.
- Undertake project planning, consultation, analysis, implementation and evaluation of a range of community development and wellbeing projects.
- Prepare documents required for community development programs, services and events; this includes developing spreadsheets to assist with budgets; proof reading documents for the website; and collating documents for promotional material.
- Participate in events organised by Corporate & Community Services team, including set-up and pack-down.
- Liaise with the public and community groups to understand their needs and assess the effectiveness of Shire community development programs, services and events.
- Assist in the preparation of grant applications for programs, services and community events undertaking research as required.

Selection Criteria

Essential

- At least two years' experience delivering community programs.
- Administrative experience in the delivery of a range of community programs and events.
- Demonstrated capacity to establish and develop relationships with key stakeholders to the benefit of the organisation and work collaboratively within a team to provide high levels of customer service to internal and external stakeholders.
- Computer skills and the ability to use MS Office products including Publisher, Power Point, Excel, Word and Outlook for the administration of programs services and events.

Desirable

- At least two years' experience delivering community programs.
- Previous experience working in Local Government
- Knowledge and understanding of the operations of community organisations, community governance structures and the issues facing the community sector.
- Formal qualification in a related discipline

Qualifications / Licences / Clearances

- Current Australian Driver's Licence
- National Police Clearance
- Working with Children Check
- Pre-employment Medical
- Evidence of a right to work in Australia.



APPLICANT DECLARATION

I,

Full Name of the Applicant

of,

Address of the Applicant

Declare that:

1. All the information contained in this application is to the best of my knowledge and belief, true, accurate and current in every detail, with no impending issues or claims apparent that may affect consideration of this application or the requirements of any position for which I am applying.
2. I understand that the Shire reserves the right to verify all information on this application and that any false or misleading statements will be considered sufficient cause for the application to be rejected, or for immediate dismissal if appointed. Originals of supporting documents must be made available at interview including National Police Clearance, Motor Vehicle Licences and Tertiary Qualifications where applicable.
3. I understand that the Shire's recruitment and selection procedure involves a pre-employment medical examination for this role. It will be the Shire's approved medical centre, at the Shire's expense, and that original results of this examination are required to be disclosed to the Shire.

Signature of the Applicant

Date



Our Values

The Shire's values are expected to be applied by staff in all their activities associated with Shire business.

Integrity:	We behave honestly to the highest ethical standard
Accountability:	We are transparent in our actions and accountable to the community
Inclusiveness:	We are responsive to the community, and we encourage involvement by all people
Commitment:	We translate our plans into actions and demonstrate the persistence that will produce results.

Level of Authority

Hours:	Full-time position
Classification:	Local Government Award 2020 – Level 5
Reports to:	Economic Development Coordinator
Direct Reports:	Nil

For further information, please contact the Shire via email at records@toodyay.wa.gov.au or Kimberley Hardie 08 9574 9300

Applications should be marked "CONFIDENTIAL –Community Development Officer" and forwarded to the Chief Executive Officer at the Shire of Toodyay by mail, in person, via email or through the Seek platform [here](#).

Written applications should be addressed to the CEO at the Shire of Toodyay as follows:

Chief Executive Officer
Shire of Toodyay
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

Complete the Applicant Declaration contained in this package and ensure it accompanies the above with your application.

Applications close at **4.00pm on Monday 30 September 2024.**

Thank you for your interest regarding the position of Community Development Officer with the Shire of Toodyay.

Aaron Bowman
Chief Executive Officer