

***COMMUNITY PROJECTS AND PARTNERSHIPS OFFICER -  
GAMBLING***

**Reference No. 2020.041**

**THE POSITION:**

Community Projects and Partnerships Officers work with Social Planning and Advocacy Officers, other Council divisions, government and non-government agencies using a community development approach and social justice principles to build capacity and capability to address social disadvantage. This work includes developing and managing relationships and networks to coordinate work across identified sectors as well as delivering events, projects and activities to promote services, opportunities and awareness of issues to the community.

This role has been established to deliver the Responsible Gambling Community of Practice project funded by the NSW Office of Responsible Gambling. The position will be funded until December 2021.

The project will develop and deliver local community organisations, community workers and practitioners:

- Education programs on gambling harm prevention, including Train-the-Trainer resources.
- A Responsible Gambling Community of Practice in the Fairfield LGA.
- Prepare community awareness collateral and resources including digital storytelling for social media in partnership with local arts organisations.
- Support Fairfield City Council and community organisations in the program development for Responsible Gambling Awareness events.

This position is expected to apply the principles of community and cultural development including the development and conduct of a range of consultations, meetings and committees to undertake work. These include interagencies, formal Advisory Committees of Council, working groups and as well as sub-committees or related meetings.

**ESSENTIAL:**

- Extensive knowledge of the community and capacity building sector gained through relevant work experience.
- Tertiary qualifications in a relevant discipline, together with work experience.
- Demonstrated experience in community and/or cultural development with diverse and disadvantaged communities
- Management of Interagencies, Advisory Committees, Project Teams and/or other working groups with a demonstrated ability to lead cooperative and collaborative work.
- Experience in community development processes and program delivery.
- Demonstrated experience in successfully developing systems, processes, resources and evaluation to enable improved inclusiveness and service outcomes for all people.

- An ability to initiate, develop, manage and evaluate projects and services combined with the ability to work unsupervised, handling competing priorities to adapt to fluctuating workloads and changing priorities.
- Demonstrated skills and experience in facilitating workshops, leading and participating in community and stakeholder consultation and meetings, providing advice to influence business performance and development of specific sector development plans.
- Relationship building and management skills and experience to facilitate and manage relationships with key internal and external stakeholders at all levels.
- Interpersonal and communication skills including oral, written and verbal skills, for communication with a diverse range of stakeholders including undertaking promotion activities, or participation in project meetings.
- Understanding of Local Government environment, Council's operations and knowledge of relevant legislation and its application to service delivery.
- Knowledge of and commitment to diversity, WH&S, EEO and working in a culturally diverse community
- Current NSW Drivers' License.
- Experience in all MS Office applications (Excel, Word, PowerPoint), including email and internet as well as databases.

**DESIRABLE:**

- Developed skills and knowledge in public relations and communications.
- Well-developed research skills in data collection, interpretation and report writing.
- Knowledge of community issues.
- Experience in managing budgets.

**SALARY & EMPLOYMENT CONDITIONS:**

- Temporary position until December 2021, 70 hours per fortnight
- This position is a Grade 6, with a salary will range from \$82,242 to \$92,595 p.a.
- Flexible working hours are available.

**FURTHER CONTACTS:** Enquiries regarding the position should be directed to Claudia Guajardo on 9725 0868 or a position description is available by contacting Kerrie Baker on 9725 0877.

**CLOSING DATE:** 16 August 2020

**HOW TO APPLY:** Applications must address the essential criteria in the position description. Applications should be addressed to Susan Gibbeson, Manager Social Planning and Community Development and forwarded to the Records Management Branch [Mail@fairfieldcity.nsw.gov.au](mailto:Mail@fairfieldcity.nsw.gov.au).

We kindly ask for no recruiters at this stage.

**PO BOX 21  
FAIRFIELD NSW 1860**

**ALAN YOUNG  
CITY MANAGER**