

# Community Development Trainee

Ref: 1801

The Shire of Capel is seeking expressions of interest from community minded and passionate individuals to join our Community Services team on a 12-month traineeship. This rare opportunity will kick start your career in Community Development, providing on the job training and hands on experience with youth development and event coordination, to achieve a Certificate III or higher in Community Development or a related field.

This position is full time, 76 hours per fortnight, specifically for a 2017 year 12 graduate currently residing within the Shire of Capel. Expected to commence late February 2018, for the duration of 12 months.

To be successful you must fulfill the following essential selection criteria:

- Successful completion of Western Australian Certification of Education
- Reside within the Shire of Capel
- Intent to enter tertiary studies (University or TAFE) after one year's experience in the role
- Demonstrated interest in community development, particularly youth
- Experience organising/participating in youth activities, events or volunteer roles
- General knowledge of the area and key issues within the Shire of Capel
- Developed written and verbal communication skills
- Sound Computing skills including the use of Microsoft Office applications
- Comfortable with use of social media platforms
- Available to work flexible hours as required, including weekends and evenings
- Working with children check (or able to obtain one)

In return for your enthusiasm, you will be rewarded with a salary of circa \$34K per annum as per the Local Government Industry Award 2010.

For further information on the role and an **Application Package detailing how to apply**, visit the positions vacant page of our website [www.capel.wa.gov.au](http://www.capel.wa.gov.au) or contact the Human Resources team on [jobs@capel.wa.gov.au](mailto:jobs@capel.wa.gov.au) or ph (08) 9727-0222. Applications close 9am Tuesday 23 January 2018.

**Please note:** This position is subject to grant funding which the Shire of Capel is still awaiting confirmation of. In the event funding is not awarded the position will not commence, all applicants will be notified.

*As an Equal Employment Opportunity employer, the Shire of Capel encourages applications from individuals of diverse backgrounds to apply, to join us in servicing our community.*



Thank you for your interest in this position with the Shire of Capel! This guideline is presented to assist you in preparing your application and for the selection process.

**Please note:** This position is subject to grant funding which the Shire of Capel is still awaiting confirmation of. In the event funding is not awarded the position will not commence, all applicants will be notified.

## **About the Role**

This traineeship provides on the job training and hands on experience with youth development and event coordination. At the completion the successful applicant will have achieved a Certificate III or higher in Community Development, Events or a related field.

Reporting to the Youth and Communications Officer, you will be responsible for the implementation of the youth and community development actions contained within the Shire of Capel's Strategic Community Plan.

This position is full time, 76 hours per fortnight, expected to commence late February 2018, for the duration of 12 months. Salary awarded is circa \$34K per annum as per the Local Government Industry Award 2010.

## **Selection Criteria**

To be eligible to apply you must meet the following essential selection criteria:

- Successful completion of Western Australian Certification of Education
- Reside within the Shire of Capel
- Intent to enter tertiary studies (University or TAFE) after one year's experience in the role
- Demonstrated interest in community development, particularly youth
- Experience organising/participating in youth activities, events or volunteer roles
- General knowledge of the area and key issues within the Shire of Capel
- Developed written and verbal communication skills
- Sound Computing skills including the use of Microsoft Office applications
- Comfortable with use of social media platforms
- Available to work flexible hours as required, including weekends and evenings
- Working with children check (or able to obtain one)

## How to respond to Selection Criteria

The selection criteria are those skills, abilities, experience, knowledge and qualifications defined in the Position Description as important to ensure functions of the position are effectively and efficiently performed. The selection criteria are the basis for which a selection panel shortlists and selects which applicants are to be interviewed.

Applicants must respond to each criteria above. Wherever possible provide examples of your work performance in your responses to the selection criteria, do not simply state that you meet the selection criteria.

As it is not always possible to interview all applicants, only those who best meet the selection criteria will be short listed for an interview. If your application does not address each of the selection criteria it is unlikely that you will be short listed for an interview.

In order to adequately address each selection criteria, and therefore increase your chances of securing an interview, it is suggested applicants follow the S.A.O (Situation, Action, Outcome) guideline in each specific criteria. That is, describe a Situation that you have experienced (relevant to the selection criteria), then write about the Action you performed to address this requirement and then describe the Outcome of what you achieved as a result of your action and involvement

## How to Apply

To apply for this position you should submit an *Application Form*, resume and brief covering letter addressing the essential selection criteria, to human resources via [jobs@capel.wa.gov.au](mailto:jobs@capel.wa.gov.au), or Human Resources, Shire of Capel, PO Box 369, Capel WA 6271.

Applications close 9am Tuesday 23 January 2018.

To view our *Advice to Applicants* for all position with the Shire of Capel please select the document link under the How to Apply section of our Positions Vacant page of the website <http://capel.wa.gov.au/council/careers/positions-vacant/>.

For further information please contact Human Resources on 08 9727 0222 or [jobs@capel.wa.gov.au](mailto:jobs@capel.wa.gov.au).

### Enclosed Documents:

- Position Description
- Application Form

**TITLE: Community Development Trainee**

**PURPOSE:** To develop and implement youth specific actions that are consistent with the Shire of Capel’s Strategic Community Plan

Key Responsibilities	Requirements
<p><u>Youth Development</u></p> <p>To assist the Youth Development and Communications Officer to achieve the following outcomes:</p> <ul style="list-style-type: none"> <li>• Assist to achieve Council strategic priorities, identify youth needs using a variety of methods including on-line survey methods and then contribute to the development of future strategies to meet those needs</li> <li>• Assist in the coordination of the Capel Youth Collective</li> <li>• Assist in the coordination of current and future ‘youth spaces’ ensuring there is a regular calendar of activities, volunteers to run them and coordinating services to run from the identified facilities</li> <li>• Accompany the Youth Development and Communications Officer to represent Council at local and regional forums which identify and address Youth Development and social infrastructure needs</li> <li>• Identify, source, initiate and prepare funding submissions relevant to Youth</li> <li>• Prepare and manage small project budgets and assist in the preparation of the annual and long term Community Development Youth budget</li> <li>• Co-ordinate minor projects and required resources, including recruitment and supervision of contractors and volunteer staff</li> <li>• Administer and prepare acquittals and evaluations of grant funded youth projects</li> <li>• Assist Community Development Team in the facilitation of community events and functions</li> <li>• Undertake other activities as required and directed by the Shire of Capel.</li> </ul>	<p><u>Experience and Qualifications Required:</u></p> <p>Essential:</p> <ul style="list-style-type: none"> <li>• Successful completion of Western Australian Certification of Education</li> <li>• Reside within the Shire of Capel</li> <li>• Intent to enter tertiary studies (University or TAFE) after one year’s experience in the role</li> <li>• Demonstrated interest in community development, particularly youth</li> <li>• Experience organising/participating in youth activities, events or volunteer roles</li> <li>• General knowledge of the area and key issues within the Shire of Capel</li> <li>• Developed written and verbal communication skills</li> <li>• Sound Computing skills including the use of Microsoft Office applications</li> <li>• Comfortable with use of social media platforms</li> <li>• Available to work flexible hours as required, including weekends and evenings</li> </ul>

### Customer Service

Assist the Community Development Team with effective liaison to establish and maintain relations with community organisations throughout the Shire through:

- Assist with developing and maintaining networks throughout the Region with neighbouring local governments, government departments and other organisations
- Keeping the community informed of current trends, grants and other opportunities through various resources including newsletters, press releases and website.
- Prepare and distribute newsletters, informational and promotional materials for the community
- Respond to internal and external customer enquiries (front counter, telephone and written) relating to Youth and / or Community Development as per the Shire's customer service charter, including:
- Support Community Development team to deal with complex issues with customers
- Liaison with external agencies, community groups and customers etc as required.

### Administration

- Maintain databases relating to youth development programs and initiatives.
- Book facilities, arrange logistical requirements and promote youth meetings, activities and events as appropriate.
- Facilitate procurement processes with suppliers including:
  - Obtain quotes and negotiation of supplies
  - Co-ordinate and maintain supplier contracts
  - Build and maintain strategic relationships with suppliers
- Assist the team with general administration tasks as required, such as creation of purchase orders and updating records.

### General Duties

- Support the Community Services team with positive team participation, assist with workload and provide backup and assist other areas with advice in area of expertise.
- Any other tasks determined as required.
- Ensure own safety and avoid adversely affecting the safety and health of any other person through any act or omission at work, and ensure that OH&S responsibilities are met and promoted by complying with the Shire OH&S policies and procedures and relevant legislative requirements to maintain safe work practices and a safe working environment.
- Ensure all duties are carried out in a professional manner consistent with the Shire's code of conduct, staff policies and procedures.

- Working with children check (or able to obtain one)

#### Desirable:

- Current C class drivers licence

#### Behaviours:

- Problem solving and negotiation
- Planning & Organising
- Can do attitude
- Decision Making
- Information Monitoring
- Safety Awareness
- Initiating Action
- Work Standards
- Job Fit: Youth focus
- Organisation Fit: Customer Focus
- Communication

#### **Level of Authority**

#### **Reporting Relationships**

##### Reports to:

Youth Development and Communications Officer

##### Direct Reports:

Nil

**Position Specifications:**

CLASSIFICATION: Level 1-2 Local Government Industry Award 2010

LOCATION: The position will be based at the Shire of Capel Administration Offices, Forrest Road, Capel. Offsite activities and duties are carried out on a regular basis.

**INCUMBENT:**

Name:

Signature:

Date:

**DIRECT MANAGER:**

Name:

Signature:

Date:

## APPLICATION FOR EMPLOYMENT

Thank you for your interest in a position with the Shire of Capel. Please complete the following questions and attach with your application.

### VACANCY DETAILS

Position Title:	Ref:
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### PERSONAL DETAILS

Surname:	Given Name(s):
Address:	
Suburb:	Postcode:
Email:	
Home Phone:	Mobile:
Are you an Australian citizen or permanent resident of Australia: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, do you currently hold a Visa allowing you to work in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>(If yes please attach a copy)</i>	
Do you hold a current drivers licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please provide details:	
Class(es):	No #
	Expiry:

### RECRUITMENT SOURCE

How did you <b>first</b> become aware of this vacancy?	
<input type="checkbox"/> Shire of Capel website	<input type="checkbox"/> Seek website
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Local Newspaper
<input type="checkbox"/> Career Spot website	<input type="checkbox"/> West Australian
<input type="checkbox"/> Other (please specify):	

### ATTACHMENTS

Please ensure you have attached all the required documents (see <i>Advice to Job Applicants</i> for details)	
<input type="checkbox"/>	Cover Letter
<input type="checkbox"/>	Resume
<input type="checkbox"/>	Referees (2 contactable work referees, preferably supervisors or managers)
<input type="checkbox"/>	Copies of relevant qualifications

### AVAILABILITY

How soon would you be available to commence work: <i>(If currently employed please advise required notice period.)</i>
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## DECLARATIONS

The following declarations are NOT a barrier to being considered for employment but will assist us to take due care in assessing appropriate placement, should you be the successful applicant.

### HEALTH

To the best of your knowledge, do you have a medical condition, injury or disability that would impact your ability to undertake the duties of the position you have applied for?

- No  
 Yes

If 'Yes' please provide details of condition:

### WORKERS' COMPENSATION CLAIMS

Have you ever made a workers' compensation claim?

- No  
 Yes

If 'Yes' please describe claim details:

Date	Company	Nature of Injury	Period off work

Are any claims still current?

- No  
 Yes

If 'Yes' please provide details of current claim:

### CRIMINAL CONVICTIONS

Have you ever been convicted of any offence in any court, or are you currently the subject of any charges pending before court, or the subject of an investigation before a tribunal? (You do not need to give details of any conviction which you have had declared spent under the Spent Convictions Act 1988).

- No  
 Yes

If 'Yes' please provide details:

### APPLICANT DECLARATION

I declare that the above statements and attached supporting information are true in all respects and consent that this information will be stored and used for the purposes of assessing suitability for employment. I understand that in providing referees I consent to them being contacted. I acknowledge that any statement which is found to be false or deliberately misleading will make me, if employed, liable for dismissal.

\_\_\_\_\_

Signed

\_\_\_\_\_

Date

*\*If submitting a hard copy please sign and date. If emailing please enter your name and date, we will consider this consent as described above.*