



To whom it may concern

Thank you for your interest in the TACH Development Officer position.

I'd like to provide you with some background on TACH as an organisation and how the Development Officer role fits within the important work of TACH. Attached to this letter is the Position Description containing the selection criteria to which applicants must respond.

### **TACH Background**

Our Vision

**All Tasmanians are supported by a strong community**

Our Mission

**Support our Members to strengthen their communities**

TACH is a respected community services peak body in the Tasmanian community that aims to achieve our mission by:

- Building the capacity of our Member to support community development and social inclusion
- Advocating for policies and services that effectively address community needs
- Ensuring a strong and accountable organisation

TACH aims to achieve this by valuing the individual and collective abilities of its Members and by working in close partnership with those that share their aims and ideals.

TACH is the peak body for 34 Community Houses and Neighbourhood Centres throughout Tasmania. This network represents the largest funded community development infrastructure in the State.

The Centres are guided by the State Government's Framework for the Neighbourhood House Programme, a plan that was developed collaboratively with TACH and its members and which has been operating for over eight years. A copy of the Framework document can be found on our website [www.tach.asn.au](http://www.tach.asn.au).

The criteria for funding the Centres are based upon the social economic indicators for their catchment areas, the size of the population and the distance from services. Many Houses are based in areas which were originally broad acre housing developments, which still house people on low incomes or they are in regional areas which are disadvantaged by their location.

The Centres are managed by local community committees with the support of paid staff. This is their great strength but there are times when those

committees and staff members require support, information, referral and guidance from their peak body and elsewhere.

The development officer and all TACH staff are frequently called on to listen and debrief community members and staff on issues they deal with on a day to day basis.

TACH is a strong peak body because it has strong relationships with its Members organisations, from committees and staff through to volunteers. The capacity to develop genuine relationships with our members, other organisations and government bodies is critical to the role.

TACH is an active participant in various forums and consultative groups within the broader sector and it plays a significant role in advising government on the management of the programme as well as in response to social policy issues.

TACH has built a deserved reputation as a well-managed and accountable organisation.

In line with our community development focus TACH is highly consultative in developing its programmes and cooperative in their implementation. Respectful team work is a strong feature of the organisation both between the staff members and in working with the Board.

It is vital in a small organisation like TACH that the person is willing to take direction, while also able to show initiative and work autonomously where necessary. We value people who are flexible, and not precious about their role but willing to leap in and assist colleagues where needed in everything from mail outs to tidying the kitchen. A sense of fun and a good sense of humour is a priority!

In keeping with the level of operation, the Development Officer will have effective written and verbal communication skills. "Plain English" is highly regarded by this organisation, no matter what the forum or which audience you are writing or speaking to.

Above all the person will have a strong sense of social justice, high energy levels, an ability to prioritise and a commitment to supporting communities to and an ability to identify and work with the strengths of individuals and communities.

**All applicant must respond to the essential & preferred selection criteria embedded in the attached Position Description, as well as providing a current CV with the contact details of two recent work referees by COB Friday December 2<sup>nd</sup> 2011. Email ( [tach@tach.asn.au](mailto:tach@tach.asn.au)) or postal applications are welcome**

**John Hooper  
Executive Officer**

# Development Officer Position Description 2011

## The Association

The Tasmanian Association of Community Houses is the peak body for the 34 Community Houses and Neighbourhood Centres in Tasmania, which are members of the Association. This network and the individual Centres are funded by the Department of Health and Human Services to:

- Build Community
- Support People and their Families and
- Enhance Choices towards economic independence

in low socio-economic and/or isolated communities throughout the State. The network represents the largest community development infrastructure in Tasmania.

The Association's board of ten members is drawn from our Member Houses in each of the three different regions of the State.

The current staffing consists of a: full time Executive Officer, Development Officer (22.5 hours per week); Financial Officer (14 hours per week); Project & Development Assistant (10 hours per week); Eating With Friends Project Coordinator (28 hrs per week); and a Project Worker (15 Hrs per week)

The position is based at the Association's offices at Shop 14, 113 Main Road, Moonah TAS 7009.

## Purpose

The purpose of the position is to provide high level support to TACH Members and the Association.

## Duration and Hours

The hours are 22.5 hours per week, preferably worked over 4 days.

## Pay and Conditions

The terms and conditions are those applying under the National Social, Community, *Home Care and Disability Services Industry Award 2010* SCHCADS, with the exception of the rate of pay and classification which will be applying under the *Transitional Community Services Award NAPSA (Tas)* pay rates and classifications until 1 February 2012 when the SHCADS pay rates and classifications are due to apply.

Your position is now classified at Grade 6 under Transitional Community Services Award NAPSA (Tas)

Superannuation will be paid at the mandated rate (9% currently) to the fund of choice.

## Good character check

Be aware that the position requires the ability to pass a good character check/safety screening.

## Supervision

The position will be supervised and directed by the Executive Officer

## Duties

The position will provide administrative and organisational support for the implementation of TACH programmes and services

## Personal Qualities

### The successful applicant will have:

- A commitment to social justice principles
- An understanding and commitment to confidentiality
- A willingness to take direction as well as work as a member of a team
- An ability to work autonomously, manage own workload and prioritise tasks
- Commitment to work flexibly within a team structure flexibly (ie not be precious but “muck in” and do what has to be done)
- An ability to use initiative and experience in problem solving and prioritising
- A sense of humour
- A commitment to a safe workplace

## Selection Criteria

The successful applicant will have, or demonstrate the ability to rapidly acquire:

### ***Essential***

- A high level of written and verbal communication skills
- Knowledge of community governance issues
- Knowledge of workforce development & training processes
- Experience/ability in social policy research, analysis and evaluation processes
- Conference/event planning skills and experience
- Experience in, and knowledge of community development practice, preferably as it applies to Neighbourhood Houses
- Proficiency and confidence in the use of computer software especially word processing and desktop publishing

- Experience in organisational policy and procedural development
- Possess a valid, open drivers licence

### *Preferred*

- Diploma level qualification or significant relevant experience
- Current First Aid certificate
- Proficiency in website development and maintenance
- Experience in working to a volunteer management committee or board

## **Position Description Tasks**

- Provide effective communication with and between member Houses and Centres
- Develop and maintain relevant online and other resource materials for the members including generic policies and procedures
- Take primary responsibility for maintenance of the TACH website
- Create reports, newsletters and other marketing materials
- Undertake the development of social policy research and analysis
- Respond promptly and effectively to enquiries, including those from Neighbourhood House staff, volunteers and committee on issues of governance and other matters
- Represent TACH at meetings, which may include intrastate and/or overnight travel
- Research and develop funding proposals
- Develop, through consultation, training and workforce development programmes & opportunities in response to Member Houses staff and volunteer needs
- Lead the planning and implementation of the Annual State Conference
- Provide organisational support for specific programmes and projects of TACH
- Provide clerical and administrative support as required
- Support and assist other staff members, and projects, as required.
- Office housekeeping as required

**Reminder: Please provide to the TACH office by COB December 2<sup>nd</sup> a written response to the selection criteria (essential & preferred), as well as providing a current CV including the contact details of two recent work referees.**

Email ( [tach@tach.asn.au](mailto:tach@tach.asn.au)) or postal applications are welcome