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POSITION DESCRIPTION

POSITION:	**COMMUNITY DEVELOPMENT AND POLICY OFFICER**
SALARY:	Shelter WA Enterprise Agreement Level 4/5
EMPLOYMENT:	The position is permanent part time at 22.5 hours per week. Employment conditions are in accordance with the Shelter WA Enterprise Agreement 2008.
RESPONSIBLE TO:	The position is responsible to and works under general direction of the Executive Officer.

ABOUT SHELTER WA

Shelter WA is a non-government not-for-profit peak body representing and promoting the interests of low-income housing consumers. Shelter WA operates under a Funding Contract and Service Agreement with the Department of Housing (WA). Shelter WA is an Incorporated Association with a Constitution and governance executed through monthly meetings of the Management Committee. Shelter WA contributes to affordable housing policy development and evaluation by participating in government and non-government Committees and Working Groups and responding to public consultation opportunities.

OBJECTIVES OF THE POSITION

This position works under the direction of the Executive Officer to engage, inform, and consult with;

- low-income housing consumers
- key staff from government and non-government agencies in housing and homeless related program and service delivery areas
- representative peak bodies

The Community Development and Policy Officer works to

- promote low-income consumer membership with Shelter WA
- develop and maintain community and consumer networks
- develop consultation processes including organising and delivering forums, workshops and information seminars
- inform and contribute to Shelter WA's affordable housing policy role
- contribute to Shelter WA's regular Update and Newsletter publications and reports
- participate in relevant committees and working groups

DUTIES AND RESPONSIBILITIES

1. Community Engagement and Development

Percentage of time spent doing this work = approximately 60%

Work with the Executive Officer, the Research Officer and autonomously to:

- develop and maintain a network of agencies and workers
- consult with relevant stakeholders to identify key housing issues
- develop and implement community consultation strategies including:
    - organising and presenting public forums, workshops and information seminars
    - conducting community consultations
- Attend and participate in relevant committees and working groups

2. Policy Analysis and Development

Percentage of time spent doing this work = approximately 25%

Work with the Executive Officer, the Research Officer and autonomously to:

- identify areas of housing need and gaps in affordable housing provision for low-income and otherwise disadvantaged consumers including people who are homeless or at risk of homelessness
- identify opportunities to contribute to affordable housing policy and improve the provision of affordable housing and related support to people in need
- Implement low-income housing consumer engagement strategies and encourage consumer participation in consultation opportunities
- consult with Shelter WA Executive Officer, members, other staff, Management Committee and key stakeholders to develop draft policy positions

3. Information Provision

Percentage of time spent doing this work = approximately 10%

- prepare articles for Shelter WA's updates and newsletters

4. Common staff duties

Percentage of time spent doing this work = approximately 5%

- attend supervision sessions, staff meetings and Management Committee meetings
- respond to all email and telephone inquiries promptly and accurately and forward messages
- attend to general office housekeeping including rubbish collection, occasional purchase of consumables and supplies, computer backup and building security procedures
- keep personal employment records including accurate time-sheets and Leave forms.
- maintain sector knowledge and awareness of current initiatives that impact on low-income housing consumers including undertaking literature and report reading

SELECTION CRITERIA

Essential

1. Knowledge of and ability to work within a systemic advocacy and community development framework
2. Demonstrated interpersonal, facilitation and negotiating skills, including the ability to effectively consult and liaise with people of different backgrounds in the community
3. Demonstrated strong verbal and written communication skills,
4. Experience in a representative role
5. Experience delivering presentations and information to groups
6. Computer skills including competence in word processing, email and internet usage.
7. Demonstrated time management, task prioritisation and project management skills, including the ability to manage multiple projects simultaneously
8. Flexibility, responsiveness and resilience

Desirable

9. Knowledge and understanding of policies and issues relevant to low income housing consumers
10. Tertiary qualifications in a relevant discipline
11. Experience working in a small team environment with a community based organisation