**POSITION DESCRIPTION**

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| POSITION TITLE: | CDP Trades Activity Coordinator |
| DIVISION / SECTION: | CDP |
| SUPERVISOR: | Activities and Community Engagement Manager |
| CLASSIFICATION LEVEL: | 7.1 |
| STATUS (FTE): | 1.0 |
| DIRECT REPORTS: | Up to 20 |

**PURPOSE OF THE POSITION**

This position is to coordinate and lead the trade skills activities, with the intention of upskilling and developing capability of job seekers in this area.

**POSITION RESPONSIBILITIES:**

**Key Accountabilities**

1. Coordinate the morning preparation of CDP activities including delegation of duties to CDP supervisors.
2. Coordinate and lead a team of supervisors and jobseekers within the approved activities
3. Identify and coordinate trades training for jobseekers for skills development and getting them ready for employments opportunities.
4. Develop a range of Mechanical and Trade based activities to support increased engagement and participation
5. In conjunction with CDP Managers coordinate events and activities for CDP Supervisors and participants to increase positive experiences and achieve best possible outcomes for all CDP job seekers and the community.
6. Coordinate and develop activity logistics, daily scheduling of participant attendance and appropriate supervision of activities that effectively and efficiently measure daily attendance and captures non-attendance for reporting requirements.
7. Oversee a range of activities that maximise interest and engagement ie: Woodworking, welding, small engines and other activities as directed by CDP Managers.
8. Maintain CDP small engine equipment and upskill supervisors and participants within the CDP activities.
9. Assist with developing small business opportunities with CDP Supervisors and participants.
10. Continually organise and engage key community stakeholders to develop and agree on joined-up opportunities and activities, identify solutions to barriers and broker sustainable programs of work.
11. Collaborate respectfully with elders, traditional owners and influential community members to develop targeted and sustainable approaches and meet greatest needs.
12. Build relationships with internal & external service providers and gain agreement on opportunities for mutually beneficial outcomes for community, participant and program activities.
13. Lead, motivate, coach and mentor CDP team members to increase their capacity for development opportunities with BAC and with other organisations
14. Work effectively in a team environment with job seekers, employment consultants and others to ensure smooth operation of CDP activities
15. Implement effective policies, procedures and practices for activities within scope of role to support ongoing participation and engagement of job seekers
16. Adhere to the Workplace Health and Safety regulatory requirements
17. Identify continuous improvement opportunities
18. Develop and maintain positive stakeholder relationships with all BAC staff and develop sound working relationships through delivering appropriate and honest support and/or feedback.
19. Ensure communications are appropriate to BAC Employees, Community and partner organisations.
20. Any other duties requested by your supervisor which are within your capabilities.

**SELECTION CRITERIA:**

**Essential:**

1. Demonstrated experience working in a remote aboriginal community environment, with knowledge and understanding of aboriginal protocol and culture.
2. Trade qualifications in carpentry, or small engine and or in light vehicle
3. Experience working with remote aboriginal clients
4. Demonstrated experience working with disadvantaged aboriginal persons in a community setting, developing positive community and stakeholder engagement practices that assist vulnerable people to improve their employment prospects.
5. Well-developed project management, planning, time management and organisational skills to manage competing deadlines, balance relationships and remain compliant within government operational guidelines.
6. Advanced computer skills including word processing, spread sheets, asset registers and CDP task management database to accurately record, document and report on activity and engagement outcomes.
7. Demonstrated capacity to prepare quality written reports, minutes, briefings, plain language community information tools and other materials as required.
8. Ability to mentor, supervise and develop work skills
9. National Police Clearance and OCHRE Card (Working with Children and Vulnerable People)
10. Current First Aid Certificate

**Desirable:**

1. Experience working for a community development or not-for-profit organisation.
2. Experience and/or knowledge of Aboriginal culture and communities and how they operate.
3. Current Drivers Licence

**Approval:**

Chief Executive Officer, BAC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date