

POSITION DESCRIPTION AND DUTY STATEMENT

Position:	Health Promotion/Community Development Officer – Physical Activity
Responsible to:	Chief Executive Officer
Location:	Wollongong
Hours:	30 hours per week (4 days)
Classification:	Temporary Part-Time. Health Professional & Support Services Award Level 2 Pay Point 1.
Note:	This is a temporary contract of 6 months duration with the possibility of extension depending on funding.
Rate of Pay:	\$33.05 per hour – depending on skills and experience.

Background:

We are Healthy Cities Illawarra Inc., the ‘glocal’ organisation working to create healthy environments and enabling healthy choices for the people of the Illawarra and Shoalhaven, NSW.

We are dedicated to addressing underlying social, economic and environmental causes of health inequality and working in partnership with local government, health care providers and other community organisations to deliver meaningful health and wellbeing outcomes for our community.

We do this by designing, implementing and evaluating evidence-based and cost-effective programs for a range of issues and audiences. From fair food, healthy eating and cooking skills to walking programs, after-school youth programs and age friendly initiatives – we are here to help design the infrastructure of a healthy community and sustain positive behaviour change.

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We are inclusive, we believe in increasing individual and community control over the interactions in our communities which impact on our health and quality of life.

Healthy Cities Illawarra operates in the Local Government Areas of Kiama, Shellharbour, Shoalhaven and Wollongong. It was set up in 1987 as one of three, three year pilot projects, with funding from the Commonwealth Government as part of a World Health Organisation Initiative.

Position Purpose:

The Health Promotion/Community Development Officer – Physical Activity supports the development, delivery and evaluation of Healthy Cities’ current and planned physical activity programs.

The Health Promotion Officer Physical Activity has a close working relationship with the CEO and other team members and will join a team in implementing community programs such as ‘Active in Betweens’ and ‘Healthy 5x5’ projects. The position will also be expected to develop and nurture excellent relationships with external stakeholders.

- Project Management including the design, development, implementation and evaluation of physical activity projects
- Assist with identifying and pursuing long term investment and/or grant funding opportunities
- Active contribution to local Steering Groups (e.g: Illawarra Shoalhaven Active Transport Taskforce) and local projects
- Contributing towards internal and external communications for physical activity programs across social media, website and other communication media (i.e. e-News, External Newsletters, blog, media articles, social media)
- Local and regional health promotion advocacy.

To apply, please send a current CV and a letter outlining how your skills and experience meets the selection criteria (below) and email to manager@healthycities.org.au by close of business Fri 11th November 2022.

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Main Role Responsibilities

Functions	Activities
Program oversight, implementation and modification	<ul style="list-style-type: none"> • Develop, deliver and evaluate evidence-based physical activity programs (e.g: 'Active in Betweens', Healthy 5x5) • Develop and promote communications relevant to program delivery, including media releases, traditional marketing / promotion, and social media channels • Help to identify and pursue long term investors and funders to maintain and expand community based physical activity programs • Explore and build upon preliminary work to modify current programs, ensuring 'scalability' and flexible delivery models for different target audiences
Strategy development and implementation	<ul style="list-style-type: none"> • Ensure alignment of all program activities are reflective of Healthy Cities Illawarra's Strategy and Business Plan 2020-24. • Ensure alignment of branding and promoting program activities such that they reflect Healthy Cities Illawarra's Marketing and Communications strategy 2020-24. • Represent Healthy Cities on relevant steering groups or working groups within the region (walking, cycling etc) and take a leading role in facilitating a region-wide collaboration to enable active transport and healthy movement. • Ensure continuous improvement through review and evaluation
Budget, planning and resource allocation	<ul style="list-style-type: none"> • Co-ordinating program budget planning processes, including preparation/review of investment briefs and pitch documents • Program budget management • Maintain equipment register
Relationship Management	<ul style="list-style-type: none"> • Develop and maintain strong external stakeholder relationships to strengthen investment opportunities and/or sustainable program outcomes • Contribute to Healthy Cities' overall partnership approach at all levels of the organisation, key collaborators and with the community. • Maintain and nurture relationships with key local and regional collaborators, networks in the Physical Activity space – across all age groups
Teamwork	<p>Contributes to the development of a highly effective team by:</p> <ul style="list-style-type: none"> • Working collaboratively across the organisation • Sharing knowledge and experiences
Occupational Health and Safety	<ul style="list-style-type: none"> • Takes reasonable care at all times for their own health and safety and that of others who may be affected by their conduct • Is responsible at all times for maintaining a safe and healthy work environment for all

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	<ul style="list-style-type: none"> • Is responsible for principles and practices of self-care
General	<ul style="list-style-type: none"> • Participate and contribute to team meetings, strategic and corporate planning meetings, team work plans etc • Initiatives as directed • Identify and attend professional development training as appropriate (for self and others) • Other duties as required within context

Personal skills:

- The ability to motivate, inspire and connect with targeted community groups around being physically active AND socially connected.
- Empathy, reflective listening and physical fitness so have the ability to join in the program activities as required
- Excellent project management skills including the ability to achieve results and manage competing priorities
- Excellent communication skills and the ability to deal positively with a range of behaviours exhibited by community groups

Essential Selection Criteria:

1. Relevant tertiary qualifications in Health Promotion, Social Sciences, Social Work, Education, Health and Fitness or related disciplines
2. Demonstrated experience (at least 2 years) in developing, delivering and evaluating evidence-based health promotion and/or community engagement, both as a member of a team and independently
3. Demonstrated experience in developing and maintaining relationships and partnerships with stakeholders and community members
4. Demonstrated experience working with disadvantaged communities
5. Demonstrated experience in community development/community engagement projects
6. Demonstrated understanding and awareness of trauma informed practices and principles
7. Strong interpersonal communication skills (both written & verbal)
8. Demonstrated experience in preparing quality written reports

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9. Excellent organisational and time management skills including the ability to achieve results and manage competing priorities
10. Current Australian drivers licence and willingness to travel for work
11. Current Working with Children's Check and current First Aid certificate, or willingness to obtain.

Desirable Selection Criteria:

1. Demonstrated understanding of population health and health promotion theory, policies and evidence-based practice
2. Demonstrated understanding of marketing and communications practices including the use of social media platforms
3. Demonstrated experience in the preparation and submission of funding proposals
4. Demonstrated experience in student and volunteer supervision

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**World Health
Organization**



We are part of a United Nations World Health Organisation Global Movement.
Member of the Alliance for Healthy Cities, WHO Western Pacific Region.