



BM Resilient Villages Project – Recruiting Four (4) Positions

THE PROJECT:

Mountains Community Resource Network (**MCRN** is the peak body for the community sector in the Blue Mountains, funded by NSW Communities & Justice, and has led the Recovery work for the community services sector since the October 2013 and 2019-20 bushfires).

MCRN is seeking to contract four new positions, to March 2025, to implement a pilot project of *Resilient Villages* as part of a three-year Preparing Australian Communities grant, funded by the Federal government.

The project aims to draw together current/planned individual village-based initiatives and to assist each community to develop local, community-led Resilience Action Plans for each village/locality. This pilot project is designed to build on work underway in the Blue Mountains since 2013 to increase the resilience of our communities - street by street, and each village at a time.

A detailed Project Plan is attached to this Employment Pack.

The Project will provide skilled community development workers to assist with coordination, capacity-building and support to each participating community, and assist in ensuring sustainability. The lessons learned in the course of the project will be shared with other villages participating in the pilot, and any others interested in the model (in what we hope will be Stage 2 roll-out across the LGA).

In addition, the project will involve significant expansion of our coordinated annual *Get Ready! BM* preparedness program across the LGA.

For a copy of our Annual Report and Strategic Plan, as well as an overview of our organisation, please download from the MCRN website: www.mcrn.org.au. See also our website for our previous work in emergencies and recoveries: <http://www.mcrn.org.au/index.php/emergencies>.

APPLICATIONS:

Interested applicants MUST address essential and desirable selection criteria (see below); any applications which do not address the Selection Criteria will not be considered.

Please provide at **least two referees**, with at least one being a previous employer/supervisor. All applicants must be willing to undergo a criminal record and Working With Children check.

Enquiries about the position are to be directed to **Kris Newton, MCRN Manager** on 0458 626210. **Applications should be addressed to: manager@mcrn.org.au by close of business Friday 10th June, 2022. Late applications will not be considered.**

POSITION DESCRIPTIONS:

The four new positions include:

- **PT Project Lead (SCHADS 6.1; approx. 25 hours per week** – hours/days, flexible in consultation with MCRN Manager), an experienced community development worker, whose role will be to provide coordination, capacity-building and support to each participating community. Reporting directly to MCRN Manager, the Project Lead (with the assistance of the Resilience Coordinator) will:
 - support and liaise with existing and new community-led, grass-roots resilience initiatives in nominated communities;
 - working closely with the Community Development Officer funded by the NBM PHN, provide coordination, support, liaison with other BM villages engaged on the same journey;
 - provide capacity-building for local groups;
 - provide oversight and support for each participating community to undertake an extensive community consultation and community development process (utilising a wide range of methodologies as relevant to each community, such as 'Town Hall' meetings, Community Conversations, 'Meet Your Street' or 'HUFF events', focus groups, village working groups) with the aim of each community developing and implementing a community-designed and community-endorsed village-based Resilience Action Plan (RAP);
 - arrange regular get-togethers of all participating villages to discuss progress and challenges, etc.;
 - consult, as required, with local leaders and Steering Committee (Recovery, Resilience & Preparedness Group) members;
 - liaise with Evaluation Team, ensuring data collection and monitoring is undertaken in accordance with the Evaluation Strategy;
 - report regularly to the Steering Committee on milestones and progress;
 - produce milestone, and final, reports and acquittals as required.

- **FT Resilience Coordinator (SCHADS 4.2)**, an experienced community development worker (reporting to the Project Lead) whose role will include:
 - providing professional community development skills and advice to each participating community (eg in community asset/network mapping; community engagement; community consultation methodologies; dealing with internal community fractures/challenges);
 - supporting village groups with any capacity-building required (eg ReCap training), so they have ownership of the projects and sustainability is ensured once the workers' contract ends in 2025;
 - support (and assist, as required) each nominated village to develop and implement a Resilience Action Plan for each community;
 - support communities with the latest research and case-studies of successful similar initiatives; and
 - bring in experts in community-led recovery and resilience (eg Advisors from Red Cross' Disaster Advisors & Mentors Australia group - DRAMA) to coach and support community groups as required.

- **FT *Get Ready! BM* Coordinator (SCHADS 4.2)**, an experienced community development worker, (reporting to the Project Lead), who will:
 - initiate and support a significant expansion of our annual *Get Ready! BM* calendar (August or Sept – Dec) of preparedness and capacity-building events, including:
 - coordinate the Calendar of Events in partnership with RR&P members;
 - liaise with Comms Officer around extensive promotion activities across the LGA in the lead-up to *Get Ready!*;
 - roll-out of the HUFF (Heads-Up For Fire & other emergencies) model;
 - supporting the most vulnerable in our community to be better prepared for emergencies; and
 - assist in coordinating the roll-out of Person-Centred Emergency Preparedness (P-CEP) across the LGA.

- **PT Communications Officer (SCHADS 3.1; approx. 21 hours per week - hours/days flexible, in consultation with MCRN Manager)**, (reporting to the Project Lead), whose role will include:
 - provision of coordinated communications
 - the development of a dedicated website to share our experience and outcomes with the BM and communities beyond which may be interested in the model and the journey;
 - production of regular Newsletters, vlogs, social media and web etc. updates;
 - (with permission) filming of participants at each step, for a ‘time-lapse’ recording of progress, challenges and victories;
 - enable sharing the outcomes of the project as widely as possible (including assistance as required with an Expo or ‘show & tell’ celebration of successes and lessons learned);
 - liaise with *Get Ready! BM* Coordinator to photograph/film and share images (with permission) and stories of *Get Ready!* activities.

SELECTION CRITERIA – Community Development workers:

Essential:

- Demonstrated background/expertise in community development (including specifically grass-roots community consultation/co-design processes, genuine community engagement).
- Demonstrated skill in building trusting relationships and productive networks (in community, with project partners/stakeholders, in a team).
- Demonstrated active listening skills.
- Excellent written skills (including report-writing, analysis, data-analysis, developing case-studies and stories, recommendations for follow-up action).
- Excellent verbal communication skills (including clarity, matching message to target audience, chairing or convening public meetings, public speaking).
- Ability to deal with conflict (including in community meetings, or in a team).
- Driver's Licence; and
- Proof of up-to-date COVID vaccinations.

Desirable:

- Demonstrated understanding of Blue Mountains community (shared values, unique villages, geography, history, socio-economic factors, experiences with emergencies, etc.).
- Previous experience with long-term Recovery or community preparedness programs following an emergency would be highly regarded.
- Ability to work from home if required (NB laptops, mobiles, etc supplied).

SELECTION CRITERIA – Communications Officer:

Essential:

- Demonstrated background/expertise in grass-roots community communications.
- Demonstrated skill in working as part of a team to achieve shared outcomes.
- Excellent verbal communication skills (including clarity, matching message to target audience).
- Demonstrated expertise in community communications eg
 - various social media modalities
 - website design and maintenance
 - graphic design
 - regular newsletters/event flyers
 - development of case-studies/story-telling
 - vlogs/video story-telling
- Proof of up-to-date COVID vaccinations.

Desirable:

- Demonstrated understanding of Blue Mountains community (shared values, unique villages, geography, history, socio-economic factors, experiences with emergencies, etc.).
- Experience with filming & film editing highly regarded.
- Community event management.
- Ability to work from home if required (NB laptop, mobile, etc supplied).