



## **APPENDIX 1**

### **Sample Position Description: Community Researchers**





## COMMUNITY RESEARCHER—POSITION DESCRIPTION

### BRIEF PROJECT OVERVIEW

Community Partnering is an initiative to foster community and economic development initiatives based on skills, resources and assets that already exist in the Latrobe Valley. The main emphasis is on the strengths and capabilities of groups who have been hard hit by economic change (like unemployed youth, retrenched workers and sole parents).

Three people will be employed over 35 weeks, working 21 hours a week with groups like retrenched workers, unemployed youth and sole parents identifying skills and talents, and generating ideas for community based initiatives.

### POSITION GOAL

This position involves working as a member of a project team, contributing to a process of community and economic development by initially identifying the skills, talents and resources that already exist in the people, organisations and towns of La Trobe Shire.

### KEY TASKS (Training will be provided for each of these tasks)

As part of the Community Partnering Project team the position involves:

1. Working with targeted groups across the La Trobe Shire to identify skills, talents, resources and ideas for community based initiatives.
2. Identifying other resources in the La Trobe Shire, such as community, business and government organisations, that could contribute to the development of community based initiatives.
3. Assembling the information from Tasks 1 and 2 (above) and presenting it at a series of community workshops.
4. Assisting the development of community based initiatives.

### SKILLS AND EXPERIENCE (Key Selection Criteria)

1. Familiarity with and commitment to people who have been hard hit by economic change in the La Trobe Shire (such as unemployed workers and young people, and sole parents).
2. Ability to work with people from different groups and different communities.
3. Highly motivated, displaying a high degree of enthusiasm and initiative.
4. Capacity to work effectively in a team environment.
5. Strong interpersonal skills.
6. Basic computer skills.
7. Commitment to learning new skills.

