



JOB & PERSON SPECIFICATION

POSITION:	Social Enterprise and Policy Development Co-ordinator
CLASSIFICATION:	SACS Level 5-6
REPORTS TO:	Executive Officer
NUMBER OF POSITIONS SUPERVISED:	Project Staff as required
FUNCTIONALLY LIAISES WITH:	Executive Officer, Office Manager, Sector Resource Worker and Administration Officer,
DATE PREPARED:	1 st December 2009

KEY OBJECTIVE: To assist with the development of the Community Housing sector in South Australia by providing social enterprise project development initiatives and high quality policy and research advice to the Community Housing Council of SA Inc. (CHCSA).

KEY RESPONSIBILITIES:

- Assist the Executive Officer in developing and implementing the Common Equity South Australia 'CESA' project. (see CHCSA web site for related documents).
- Develop policy advice through sector-wide research or consultation, analysis of relevant information and contact with state & National housing networks.
- Maintain effective contact with local sector "policy" networks.
- Engage in the process of policy development at the State and National levels.

- Develop and support the CHCSA’s Policy Committee.
- Organise, Policy Forums, Consultations, Information Sessions and other Working Groups, as directed.
- Monitor Community Partnerships and Growth (Housing SA) Programme Development.
- In consultation with the Policy Committee, develop and maintain CHCSA’s Policy Statements and Policy Positions.
- Make recommendations for research projects relating to Community Housing.
- Undertake research and policy development as directed by the Executive Officer and the Policy Committee, including: the preparation of written material as required, i.e. position papers, material for publication, surveys and data analysis.
- Liaison with Governments, private sector and community agencies on housing policy and research.
- Representation on selected committees.
- Other duties as directed by the Executive Officer.

HOURS AND SPECIAL CONDITIONS

This position requires some out of hours work and may require travel away from home and overnight absences.

Current Driver’s Licence essential.

PERSON SPECIFICATION:

The position holder will be able to demonstrate the following skills, knowledge and experience: (E: essential; D: desirable)

Skills

Strong team work skills	E
High level written and verbal communication skills	E
High level organisational skills	E
Project planning and development skills	E
Advanced research and analysis	E
High level policy development	E
Extensive consultation skills	E
Ability to negotiate, network and facilitate at a high level	E
Ability to incorporate social justice issues	E
Excellent literacy and computer skills	E

Knowledge

Community development theory	E
Government structures	E
Social policy and justice issues	E
Community Management Structures	D
Community Housing sector	D
Advocacy principles	D
Sound knowledge of political processes and protocols	D

Experience

Liaison with government bodies at a senior level	E
Consultative research methods	E
Work in community managed organisations	D
Advocacy in the community sector	D

Qualifications

Degree in the Social Sciences or other appropriate discipline	D
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