



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	COMMUNITY SHED AND GARDEN FACILITATOR
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS ENTERPRISE AGREEMENT NO. 16, 2025
CLASSIFICATION:	MOA Level 4
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT/COMMUNITY DIVERSITY AND INCLUSION
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	TEAM LEADER – COMMUNITY DIVERSITY AND INCLUSION
DIRECT REPORTS:	NIL
POSITION NUMBER:	

POSITION OBJECTIVES:	- The Community Shed and Garden Facilitator is responsible for coordinating the day-to-day operations, programs, volunteers, and community participation activities associated with The Hive Community Shed and Garden. - The role creates a safe, welcoming, and inclusive environment that fosters social connection, lifelong learning, wellbeing, skill sharing, and community participation for people of all ages, abilities, genders, and cultural backgrounds. The Community Shed and Garden Facilitator focuses on the delivery of structured and semi-structured activities that encourage engagement, build skills and confidence, reduce social isolation, foster volunteer involvement and strengthen community connections.
VALUES AND BEHAVIOURS:	These Values empower us to REACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work. Respectful - Create a sense of belonging & pride in the Salisbury community - Respect individual differences - Speak up when you don't feel respected, or are not being treated respectfully - Look after the wellbeing of our community, ourselves and those around us Empowerment - Take initiative and act with confidence - Make informed decisions and own the outcome - Share ideas, feedback and solutions - Learn and grow while supporting others to do their best work

	Accountable • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important Collaborative • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes Helpful • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
KEY RESPONSIBILITIES:	Community Engagement and Program Delivery • Facilitate a welcoming and inclusive Community Shed and Garden environment that encourages participation and social connection. • Plan, coordinate and deliver a range of community-based programs, workshops and activities that meet the needs and interests of participants. • Engage with diverse community groups, including older adults, people living with disability, culturally diverse communities, people who identify as LGBTIQ+, and socially isolated residents. • Promote the Community Shed and Garden and its activities through community networks, events and communication channels. • Encourage skills sharing, mentoring and peer learning opportunities among participants. Volunteer Coordination • Recruit, induct, support and recognise volunteers in accordance with Council policies and procedures. • Foster a positive volunteer culture focused on safety, respect, inclusion and collaboration. • Provide guidance and supervision to volunteers undertaking Community Shed and Garden activities. • Identify volunteer training and development opportunities. Facility and Operational Management • Oversee the daily operation of the Community Shed and Garden and ensure facilities are maintained in a safe and functional condition. • Coordinate bookings, equipment use, maintenance requirements and inventory management. • Monitor workshop tools and equipment to ensure they are appropriately maintained and compliant with safety requirements. • Assist with the development and implementation of operational procedures and work practices. Health, Safety and Risk Management • Promote and maintain a strong culture of workplace health and safety within the Shed and Garden environment. • Ensure compliance with Work Health and Safety legislation, Council policies and safe operating procedures. • Conduct safety inductions for participants, volunteers and visitors as required. • Identify and report hazards, incidents, equipment issues and risks. • Ensure appropriate records relating to safety, training and incidents are maintained. Stakeholder Relationships

	• Develop and maintain positive relationships with community members, volunteers, local businesses, educational institutions and community organisations. • Identify opportunities for partnerships that enhance Community Shed and Garden activities and outcomes. • Participate in community forums, networks and Council initiatives relevant to the role. Administration and Reporting • Maintain accurate records of participation, volunteer engagement, activities and outcomes. • Assist in the preparation of reports, funding submissions and promotional material. • Monitor program budgets and resource requirements as directed. • Collect feedback and evaluate program effectiveness to support continuous improvement.
WHS RESPONSIBILITIES:	• Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation to the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council's Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	• To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	• To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	• Demonstrated practical skills relevant to a community garden, shed or workshop environment • Experience in facilitating group programs, workshops or community activities • Knowledge of Work Health and Safety principles, undertaking risk assessments and other practices relevant to a Community Shed and Garden environment • Ability to effectively engage and support participants from diverse backgrounds, including people with disability, people from culturally diverse backgrounds and other priority cohorts • Strong interpersonal, communication, and relationship-building skills, with the ability to build trust and rapport with participants and stakeholders. • Sound understanding of inclusive, strengths-based, and person-centered practice approaches.

	• Current First Aid Certificate and/or relevant compliance certifications (or willingness to obtain)
DESIRABLE SELECTION CRITERIA:	• Qualification or commensurate experience in a trade, community services, disability support, social work, youth work or related field. • Experience working within a Men's Shed, Community Shed, Community Garden or similar community-based facility • Experience coordinating volunteers • Familiarity with trauma-informed practice and/or behaviour support approaches • Experience supporting co-design or participant-led program development • Understanding of community development principles
SPECIAL CONDITIONS:	• Fulfil all requirements set out within the policy for Protecting Children and other Vulnerable People including (where applicable) reporting any signs of abuse or neglect to the Department for Child Protection or Adult Safeguarding Unit • The position involves supervising the use of tools and equipment within a Community Shed and Garden environment • Some evening or out-of-hours work may be required • Attendance at community events and Council activities may be required • This role requires flexibility to support community participation activities, including working one Saturday per month and occasional out-of-hours community events and programs.
EXTENT OF AUTHORITY:	• Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
PRESCRIBED POSITION - SCREENING CLEARANCE	• This position has been identified as a "Prescribed Position" under Council's Criminal and Relevant History Screening Procedures. • Accordingly, the applicant will need to provide a suitable screening certificate prior to appointment to the position and maintain such clearance during their employment in this role. • Screening renewals for incumbents will be undertaken at intervals as required by legislation and paid for by Council.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: