



## **JOB DESCRIPTION**

### **CONTRACTUAL POSITION**

**JOB TITLE: Manager Community Development Unit**

#### **JOB SUMMARY:**

The Land Settlement Agency (LSA) is responsible for establishing effective policies and programmes geared toward the management and sustainable development of squatting communities as part of its mandate. The Manager, Community Development is a senior management position within the LSA, established to administer strategic and innovative initiatives to develop designated squatter communities within Trinidad. The incumbent will be responsible for designing, developing, and implementing high-quality programmes, projects, and interventions coherent with the social, economic, and physical regeneration of squatter communities and which are in the best interest of the LSA in support of the achievement of the Agency's mandate.

#### **REPORTS TO:**

- Chief Executive Officer of the Land Settlement Agency

#### **SUPERVISION GIVEN TO:**

- The staff of the Community Development Unit (CDU)

#### **DUTIES AND RESPONSIBILITIES:**

- Manages the day-to-day activities of the Community Development Unit.
- Develops and expands community services through a systematic needs assessment process aimed at improving the livelihood of residents in identified communities.
- Work closely with the senior management team to develop an annual community program of activities to build positive community relations between the LSA and its stakeholders.
- Research and evaluate the needs of the designated communities and determine how the LSA's programmes can fulfil the community needs and or propose new programmes for development.
- Provides community relations support to LSA's project management team in the execution of its functions.
- Develops an effective communication channel in collaboration with the LSA's Communications Department to disseminate relevant information to specific communities.
- Oversees Community events and establishes relationships with community members to promote LSA's visibility and mandate.
- Cultivate positive partnerships with key stakeholders through hosting informational events and by attending community events.
- Develop and maintain a mechanism for analysing the financial and socioeconomic impact of the LSA's programmes on the various communities.
- Act as a mediator on behalf of the LSA to resolve possible conflict.
- Liaises with community groups, Ministries, State Agencies, NGOs and conducts community meetings as required.
- Prepares monthly Status Reports on activities conducted.

<b>KNOWLEDGE, SKILLS AND ABILITIES:</b>	
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Specialised knowledge and skills in Community Development.</li> <li>▪ Knowledge in the social enterprise sector and business development.</li> <li>▪ Strong knowledge of mediation strategies.</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Program design, development/ workshop/course design, and coordination.</li> <li>▪ Excellent Written and verbal communication skills.</li> <li>▪ Track record in successful project/enterprise development.</li> <li>▪ Track record in establishing strategic partnerships with external organisations, including community groups.</li> <li>▪ Flexibility and willingness to work in a fast-paced and constantly changing business environment.</li> <li>▪ Ability to successfully lead and manage teams, encouraging a culture of continuous improvement and individual and team development.</li> <li>▪ Proficiency in Microsoft Office applications.</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>▪ First Degree in Social Development (or a related area of study) from a recognized University.</li> <li>▪ Post Graduate qualifications (Certificate/Diploma/Degree) in Sociology, Mediation Studies, or related field will be an asset.</li> <li>▪ Certificates in Leadership and Sustainable Development will be an asset</li> <li>▪ Minimum of five (5) years community development experience.</li> <li>▪ Consideration will be given to an equivalent combination of relevant qualifications, training and experience.</li> </ul>	