



JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Community Development Coordinator

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 Community Development Coordinator is a supervisory within the LSA, established to coordinate and administer innovative initiatives to develop designated communities within Trinidad. The incumbent will be responsible for managing, activities, 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/ Manager Community Development Unit

SUPERVISION GIVEN TO:

- Community Development Officer, Community Development Assistants and other Junior Staff.

DUTIES AND RESPONSIBILITIES:

- Evaluates the community development needs of targeted communities in Designated Sites and Land Settlement Areas, that will facilitate sustainable development;
- Undertakes feasibility studies for the development programmes, plans and projects;
- Develops Community Development educational programmes, plans and projects for implementation in communities in Designated Sites and Land Settlement Areas;
- Coordinates field surveys to inform development activities
- Prepares detailed implementation and monitoring plans, with appropriate indicators;
- Evaluates the performance of community development programmes, plan, and projects, undertaken in Designated Sites and Land Settlement Areas.
- Liaises with related agencies such as community groups, governmental and non-governmental organisations to effect collaborative approach to community development
- Interfaces with other LSA professional and non-professional LSA staff involved in the community development matters
- Educates and counsels beneficiaries on all aspects of Squatter Regularisation and mediates in situations of possible conflict
- Performs other related duties

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of Project management software
- Knowledge in analysing in Quantitative and Qualitative Data
- Considerable knowledge and experience of the principles and practices of community development

	▪ Knowledge in event planning will be considered an asset
SKILLS AND ABILITIES:	▪ Supervisory Skills ▪ Mediation Skills ▪ Proficient in Microsoft Office Suite ▪ Good communication (oral and writing) skills ▪ Ability to work in teams, with initiative and be able to work unsupervised
MINIMUM EXPERIENCE AND TRAINING	
▪ Bachelor's Degree in the Social Sciences (or other related area of study) from a recognized University with specialization in Social Work, Sociology, and Psychology from a recognized University. ▪ A minimum of three (3) years' experience in the field of Community Development and Social Work at a supervisory level. ▪ Certification in Mediation Skills. ▪ Certification in Project Management will be considered an asset. ▪ Consideration will be given to an equivalent combination of relevant qualifications, training and experience.	