**Duty Statement: Community Awareness and Agreement Facilitation Officer**

**Officer: Damage Sausage**

When you work with communities and groups, our organisation expects you to work in a way that meets the National Standard for Community Development Workers. We will provide training and other forms of support to help you to do it. We will also provide opportunities for assessment and accreditation against the National Standard, should you wish.

The National Standard for Community Development Workers was set up by expert PNG Community Development Workers. It is endorsed by the PNG Government under the auspices of the National Apprenticeships and Trade Testing Board. Our organisation is using the National Standard to provide professional development opportunities for our officers, and to improve the development assistance we provide to the communities and groups that we work with. Our organisation also wants to be able to prove that we are working in a way that meets the PNG National Standard for Community Development Workers so that we continue to attract funding from donor organisations.

When you conduct awareness, put the following performance criteria *(wok mak)* into practice.

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| **CDW C01** | **Conduct community awareness** |
| **Elements (duties)** | **Performance criteria** |
| **1. Make preparations** | 1. Find out information about the place and people to be visited 2. Communicate effectively with key people from the place to be visited 3. Prepare a suitable work plan (activity plan) 4. Put together suitable materials for the activities 5. Follow workplace health and safety practices while doing office-based activities |
| **2. Conduct community entry and organising activities** | * 1. Confirm who the key people are, and work with them to make arrangements, and identify and organise participants for the activities   2. Discuss roles, expectations, and the purpose of the visit with key people   3. Communicate effectively with key people   4. Show respect for local culture and be sensitive to gender roles   5. Assess whether the work plan (activity plan) and materials for the activities are going to be suitable and make necessary changes   6. Follow workplace health and safety practices while conducting field activities |
| **3. Conduct the awareness** | 1. Support and encourage effective participation while conducting awareness 2. Communicate effectively while conducting awareness 3. Work in a way that is appropriate to local culture while conducting awareness 4. Demonstrate understanding of how people learn (principles of adult learning) when conducting awareness 5. Discuss how the awareness information is relevant to the needs of the community 6. Transfer the awareness information using effective techniques 7. Respond to any misunderstanding or confusion when conducting awareness 8. Confirm what the next steps following the visit will be and who will be responsible for making them happen 9. Discuss with the group how or if the visit has been useful to them 10. Thank participants, without rushing, and explain again what the awareness visit has been for |
| **4. Prepare a report** | * + - * 1. Maintain diary (journal) of activities and movements according to workplace practices         2. Report what was done during the visit, including relevant measurable information         3. Report outcomes clearly         4. Provide an analysis of outcomes         5. Provide recommendations for future action based on analysis |

When you facilitate an agreement, put the following performance criteria *(wok mak)* into practice.

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| **CDW C04** | **Facilitate agreement** |
| **Elements (duties)** | **Performance criteria** |
| **1. Make preparations** | 1. Find out information about the place and people to be visited 2. Communicate effectively with key people from the place to be visited 3. Prepare a suitable work plan (activity plan) 4. Put together suitable materials for the activities 5. Follow workplace health and safety practices while doing office-based activities |
| **2. Conduct community entry and organising activities** | * 1. Confirm who the key people are, and work with them to make arrangements, and identify and organise participants for the activities   2. Discuss roles, expectations, and the purpose of the visit with key people   3. Communicate effectively with key people   4. Show respect for local culture and be sensitive to gender roles   5. Assess whether the work plan (activity plan) and materials for the activities are going to be suitable and make necessary changes   6. Follow workplace health and safety practices while conducting field activities |
| **3. Facilitate the agreement** | * + - 1. Support and encourage effective participation while facilitating agreement       2. Encourage key people to take the lead while facilitating agreement       3. Communicate effectively while facilitating agreement       4. Work in a way that is appropriate to local culture while facilitating agreement       5. Confirm that people necessary to reach a valid agreement are involved       6. Work with the group to review and discuss the purpose, terms and conditions of the agreement       7. Work with the group to identify and address any concerns to help reach agreement       8. Work with the group to see if a valid agreement can be reached       9. Confirm what the next steps following the visit will be and who will be responsible for making them happen       10. Thank participants, without rushing, and explain again what the visit has been for |
| **4. Prepare a report** | * + - * 1. Maintain diary (journal) of activities and movements according to workplace practices         2. Report what was done during the visit, including relevant measurable information         3. Report outcomes clearly         4. Provide an analysis of outcomes         5. Provide recommendations for future action based on analysis |

Signatures:

I agree to support this officer, so that they have opportunities to perform their duties

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Line Manager

I agree to perform my duties as described

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Damage Sausage