

POSITION DESCRIPTION

Position Title	Community Engagement Support Officer
Reports to	Community Engagement Facilitator and One World Centre (OWC) Coordinator
Social, Community, Home Care & Disability Services (SCHCADS) Award	Level 4
Employment Hours per Week	10
Contract Type	Fixed term, part-time for a period of 52 weeks (including 4 weeks annual leave)

Organisational Relationship

The Community Engagement Support Officer works as part of a team to support the Community Engagement Program being piloted by the OWC in 2016. The position will liaise with three community groups and will be responsible to the OWC Board of Management through the OWC coordinator.

Position Objectives

This position assists with a range of activities which support effective community engagement and the fostering of global citizenship action within local communities. These activities include liaison with, and support of, three nominated community organisations in mapping, visioning, planning and implementing community activities. The position also includes supporting the communities in developing promotional activities, event coordination and expanding community partnerships.

Key Duties

- Support the Community Engagement Facilitator to organise and deliver a series of community engagement workshops with three community groups
- Document the process of community engagement including mapping and planning for each community group
- Continue to liaise with each group through the nominated liaison officer and support the implementation of each groups planned activity
- Provide support and advise on event planning and management
- Support development of promotional materials including flyers and brochures for events
- Provide short, monthly up-dates to the OWC coordinator
- Provide technical support to the program steering committee
- Provide support on the evaluation of the project

Special Requirements

This position is required to:

- Work flexibly as part of a team
- Some work outside normal hours which can be taken as TOIL
- Undertake other duties as required within the scope of the SCHCADS Award

Policies, Principles, Procedures and Guidelines

The **Community Engagement Support Officer** will be expected to:

- Model the community engagement process whilst undertaking all duties and tasks
- Adhere to the mission, objectives and philosophy of the OWC

Equal Opportunity

- The OWC is an Equal Opportunity employer and strongly encourages applicants for this position from culturally and linguistically diverse backgrounds (CALD) backgrounds

Police Check

- Applicants may be required to undergo a police record check

Essential Criteria

Qualifications

- Relevant degree in social sciences, community development or humanities
- Full driving license and access to a vehicle or access to public transport

Knowledge

- Community organisations and/or aptitude to learning quickly
- Principles of community development and engagement
- Principles of global citizenship

Experience

- Working with community members from CALD and other backgrounds to achieve desired outcomes
- Event coordination and planning

Special Skills

- Ability to work with minimal supervision in a collaborative team environment
- Effective self-management under pressure and multi-tasking skills
- Ability to build effective working relationships with both internal and external stakeholders to achieve desired outcomes
- Well-developed interpersonal and communication skills
- Organisational skills including planning, data collection, analysis, report writing and maintenance of information

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- Competent in the use of IT including Microsoft Word, Excel, Outlook, PowerPoint and websites

Applicants are requested to submit a curriculum vitae with an attached statement addressing the Essential Criteria in no more than 2 pages, using font size 12. Please include the names and contact details of two referees.

Closing date for applications: 5 pm , Wednesday 27 January 2016

Applications may be submitted electronically or in hard copy.

Send applications to: Lynne Butler: coordinator@oneworldcentre.org.au
One World Centre
5 King William Street,
Bayswater
WA 6053

For all queries please contact Lynne Butler: coordinator@oneworldcentre.org.au