



# Job Description

## Title and reporting relationships

<b>Position title:</b>	Community Engagement Advisor		
<b>Reports to:</b>	Community Development Lead	<b>Team:</b>	Community Development
<b>Direct Reports:</b>	None		

## Role purpose

The main purpose of this role is to strengthen the organisation's ability to effectively engage with and support the community, by providing expert advice, fostering strong relationships and driving meaningful impact, to better align community engagement initiatives. This role is pivotal in ensuring that WARRRL can effectively align its community engagement initiatives with its core priorities, including fundraising, school education, reconciliation and Aboriginal engagement, and other social impact initiatives.

## Key responsibilities

A maximum of 5 key responsibilities for the position. List in order of importance. Health Safety and Wellbeing is mandatory for all Job Descriptions. Leadership section mandatory for all managers.

Responsibilities	What you do	Measures
<b>1. Community Engagement</b>	<ul style="list-style-type: none"> <li>• Develop and implement strategies that enhance WARRRLs ability to engage with community.</li> <li>• Build internal capacity by providing training and guidance to internal teams to ensure they have necessary skills and knowledge to engage effectively with community members and stakeholder's</li> <li>• Identify barriers to Scheme participation and inclusion and advise on initiatives to improve engagement practices and stakeholder relationships to address these barriers</li> <li>• Regularly assess and report on the effectiveness of community engagement initiatives</li> </ul>	<ul style="list-style-type: none"> <li>• Improved understanding, skills and confidence in community engagement.</li> <li>• Initiatives delivered to improve staff skills and capability.</li> <li>• Recognised as a go to SME for community engagement.</li> <li>• Contribution to key projects relating to inclusion, diversity and scheme accessibility.</li> </ul>
<b>2. Administration and Reporting</b>	<ul style="list-style-type: none"> <li>• Develop and maintain stakeholder databases for each community sector audience (Schools, community groups, charities, sporting clubs, peaks, remote communities, Govt etc).</li> <li>• Analyse and address data gaps for community stakeholder data (both Power BI and externally sourced) to improve participation tracking and evaluation by cohort.</li> <li>• Prepare detailed reports and presentations for senior management and/or the board</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholder databases developed to support community sector and school engagement.</li> <li>• Improved data and reporting processes to support community engagement with key segments.</li> </ul>

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Responsibilities	What you do	Measures
<p><b>3. Project Management</b></p>	<ul style="list-style-type: none"> <li>• Lead the review, development and implementation of community engagement plans and supporting resources.</li> <li>• Lead the review, development and implementation of Aboriginal engagement plans and supporting resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Community engagement plan reviewed and updated.</li> <li>• Aboriginal engagement reviewed and updated.</li> <li>• Key stakeholders are engaged in the review and implementation processes.</li> <li>• Staff are aware of responsibilities in relations to all engagement plans.</li> </ul>
<p><b>4. Stakeholder engagement and management</b></p>	<ul style="list-style-type: none"> <li>• Coordinate, facilitate or support community engagement activities as required to enhance scheme awareness and participation, build relationships, and gather stakeholder feedback.</li> <li>• Identify external partners to collaborate with and leverage, and streamline external communications, to improve scheme participation across WA.</li> <li>• Support RAP priorities relevant to engagement.</li> <li>• Develop community profiles for remote communities where WARRRL operates to support positive engagement and scheme participation (e.g., remote minimum standard sites).</li> </ul>	<ul style="list-style-type: none"> <li>• Number of community engagement activities delivered.</li> <li>• Additional stakeholder channels and partnerships identified.</li> <li>• Contribution to RAP engagement initiatives.</li> <li>• Remote community profiles developed.</li> </ul>

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Responsibilities	What you do	Measures
<p><b>5. Health safety and wellbeing</b></p>	<ul style="list-style-type: none"> <li>Promote a safe and healthy working environment that complies with HSW requirements.</li> <li>Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work.</li> <li>Identify and assess workplace hazards or risks.</li> <li>Abide by WARRRL's policies.</li> <li>Report every workplace injury, illness or near miss no matter how insignificant they seem. risks in the Containers for Change network.</li> <li>Utilise all protective equipment provided and as instructed</li> </ul>	<ul style="list-style-type: none"> <li>Staff understand and embrace organisational culture, directions, goals and client service ethos.</li> <li>Staff are aware of their responsibilities and expectations in their roles.</li> <li>Staff feel supported, engaged and safe to raise concerns.</li> </ul>

## Essential criteria

Qualifications	Essential skills, knowledge and experience	Desirable skills, knowledge and experience
<p><i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i></p> <ul style="list-style-type: none"> <li>Tertiary qualification or equivalent in community development, social policy, community engagement, communications &amp; marketing, or another relevant field, <b>or</b> relevant experience</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated ability to communicate, consult and negotiate effectively with senior personnel within interest groups, community, education and other relevant groups, and senior executives or government agencies.</li> <li>Exceptional communication and interpersonal skills</li> <li>Strong critical thinking and problem-solving skills.</li> <li>Excellent organisational and time management skills, and proven ability to manage multiple projects and events with parallel timelines for delivery.</li> </ul>	<ul style="list-style-type: none"> <li>Experience within the community, social services, government, or mining, or another relevant sector.</li> <li>Experience working with diverse groups, communities and stakeholders.</li> <li>Experience working with Indigenous stakeholders and communities.</li> <li>IAP2 Community Engagement accreditation (or similar) or demonstrated understanding of IAP2 principles of engagement.</li> </ul>

Essential criteria		
Qualifications	Essential skills, knowledge and experience	Desirable skills, knowledge and experience
	<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Windows and Microsoft Office Suite (including Word, Excel, PowerPoint, and Teams)</li> <li>• Well-developed skills in coordinating and facilitating community engagement activities within allocated budget.</li> <li>• Experience in delivering results through cross-functional working.</li> </ul>	

<b>Author:</b>	Pippa Gauden, Community Development Lead		
<b>Approver:</b>	P&C Manager	<b>Approval Date:</b>	10/07/24