**POSITION DESCRIPTION**

**Position:** Community Engagement Coordinator (Ryde NSW)

**Reports to:** Head of Partnerships, Marketing and Communications

**Location:** Sydney

**Status:** .2 FTE

**Job Classification:**

**UNITED WAY AUSTRALIA**

We have been helping Australians in communities of disadvantage to reach their full potential for more than 60 years. Our model of change is to empower children and young people through flagship early childhood and youth employment initiatives. We also work to develop new approaches which challenge the status quo in tackling complex social issues, including our innovative business park model and collective impact work.

United Way Australia (UWA) is affiliated to United Way Worldwide, the world’s largest privately funded non-government organisation (NGO) working in over 41 countries and embedded in over 1,800 communities. With more than 130 years of experience globally in tackling community disadvantage and developing effective business-community partnerships we have a large knowledge and resource bank to support us.

**ROLE PURPOSE**

The Community Impact Facilitator (Ryde) will provide leadership for the United Way initiatives in the City of Ryde, NSW by inspiring and coordinating the efforts of diverse local stakeholders to achieve their strategic community goals.

**KEY RESPONSIBILITIES**

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| --- | --- |
| **Describe each key responsibility and then estimate the percentage of time typically aligned to this area** | **Percentage of time** |
| **Relationship Management and Engagement** * With guidance from Head of Partnerships manage the ELAG group of the Macquarie Park Business Community Partnership. Schedule and lead regular meetings, ensure morale is high.
* Engage and collaborate with current and new community partners that focus on early childhood development in the Ryde area including transition to school seminars and Family & Child Interagency.
 | **25%** |
| **Communications*** Create content and provide regular updates for the Magic of Storytelling FB page.
* Support the development of UWA Communications through seeking and providing quality content and case studies.
 | **15%** |
| **Program Execution*** Oversee Magic of Storytelling (MoS) playgroup including volunteers.
* Manage volunteering opportunities with Marsden High School.
* Coordinate enrolments and book returns for DPIL including data entry in line with deadline for book distribution.
 | **40%** |
| **Resource Management and Reporting*** Report on outcomes and impact.
 | **15%** |
| **Compliance*** Adhere to OH&S obligations and regulations
* Ensure adequate scoping, risk assessments and insurance are carried out or provided for MoS and all events.
 | **5%** |

**KEY RESULT AREAS**

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| --- | --- |
| **Describe each key results area and assign a measurement or target typically aligned to this area** | **Measurement** |
| Support community members to actively participate in UWA programs around Ryde | Independently assessed through consultation  |
| Promote and represent UWA in various meetings and forums | Independently assessed through consultation |
| Increased engagement on Magic of Storytelling FB page  | As per workplan |

**AUTHORITY & DECISION MAKING**

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| **Describe each area, being specific about to what level of authority given to the incumbent** |
| Authority to spend funds within approved program budget |
| Authority to represent UWA in relevant public and professional forums including corporate meetings. Head of Partnerships, Marketing and Communications should be consulted and involved if the engagement is considered to be strategic.  |
| Authority to submit proposals, funding applications and agreements in consultation with Head of Partnerships, Marketing and Communications.  |

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  | * Knowledge of Community Engagement/Community Conversations
* Certificate in Community Engagement or Equivalent
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| **Experience** | * A successful track record in community engagement
* Experience in developing existing relationships
* Experience in managing and coordinating community events
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| **Skills & Aptitudes** | Successful demonstrate evidence of:* Ability to deliver in a timely manner
* Sound written and verbals skills; interpersonal communication and negotiation and presentation skills
* Capacity to manage multiple priorities and self-manage
* Holds local knowledge and ability to communicate with local community
* Collaborative team leadership skills
* Effective judgement and decision making
* Computer literacy
* Skilled at managing social media platforms
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| **Knowledge** | Successfully demonstrate:* Knowledge of community engagement principles
 | * Existing local networks and contacts
* Specialist knowledge in corporate philanthropy or CSR
* Knowledge of best practice fundraising
* Knowledge of best practice volunteering
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| **Personal Attributes** | Successfully demonstrate:* Exemplary ethics with high work standards
* Passionate about the Social Purpose sector and empathy for individuals in communities of disadvantage
* Motivational qualities
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| **Other** | * Demonstrated commitment to UWA mission and values
* Culture Fit with organisation and team
* Working with Children check
 | Driver’s licence |