**Western Australian Council of Social Service**

**Position Description**

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| Position Title | Community Organiser and Engagement Officer |
| Classification Level | WACOSS Staff Agreement Salary Scale – Level 4 **($93,791 - $97,543 pro rata per annum, plus superannuation)**  **Part time (34 hours a week)**  **Fixed term contract until 30 June 2022** |
| Reporting line and roles under direct responsibility | Campaign and Communication Manager |

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| **ORGANISATIONAL CONTEXT**:  The Western Australian Council of Social Service is the peak body of community service organisations and individuals in Western Australia. WACOSS stands for an inclusive, just and equitable society.  As the peak body for the Western Australian community service sector, we believe that communities flourish where people are given the opportunity to contribute and create. We are committed to enabling and leading change that supports healthy, active and inclusive communities.  To create equitable and empowered communities WACOSS works with its members to advocate with and on behalf of those who are the furthest from levers of power and influence, to amplify their concerns and seek justice, to create a society that genuinely works for the benefit of all.  WACOSS is part of a national network consisting of ACOSS and the State and Territory Councils of Social Service, who assist people on low incomes and experiencing disadvantage Australia wide. |

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| **KEY PURPOSE:**  Working with the Executive, Senior Campaign Manager and Social Policy Teams, the Community Organiser and Engagement Officer will facilitate and support community empowerment and partnership in WACOSS’s advocacy and other activities aimed at ending poverty.  The role will work closely with the WACOSS policy team to translate and disseminate WACOSS advocacy, submissions and research into community messaging. Recruiting, training and sustaining individuals to engage with WACOSS’s campaign will also be central to this role. This will include supporting people with lived experience to share their stories and expertise, co-designing campaign strategies, coordinating campaign meetings and community events, facilitating collective action, and working with the WACOSS team to develop ways for member organisations to proactively engage with campaigning too. |

**Key Duties and Responsibilities**

| **Lead grassroots community mobilisation on key advocacy priorities** | * Work with communities who are impacted by inequities and live with disadvantage, and mobilise collective action aligned with WACOSS’s advocacy and priorities * Recruit, train and sustain individuals to engage with with state wide campaigns * Work with the WACOSS communication and social policy teams to support people with lived experience to share their stories and expertise, including in the media, through social media and other campaign materials * Consult, coordinate and facilitate campaign meetings and events in metro and regional WA * Provide strategic advocacy and communications advice to WACOSS senior management * Develop proposals and strategies within the scope of the campaign as directed * Produce and effectively distribute engaging campaign resources * Participate in other WACOSS advocacy and campaign strategies as directed |
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| **Support local community campaign leadership** | * Play a key role in designing and implementing mechanisms to support input and partnerships of people with lived experience and communities in the work of WACOSS * Drive and support building skills, leadership and capacities across communities for people partnering to progress WACOSS advocacy and priorities * Work with WACOSS policy and communication teams and WACOSS members to support community advocacy and storytelling |
| **Community development and engagement** | * Strengthen relationships with member organisations and other NGO’s and foster the growth of these representative networks and organisations * Work with the broader WACOSS team to increase the number of representative organisations in the WACOSS membership * Participate in other WACOSS community development activities as directed * Form and promote strategic alliances with other organisations, networks and interest groups relevant to the campaign * Maintain a map of community networks, resources and assets * Develop, implement and review mechanisms for community updates and feedback |
| **Media and social media** | * Raise WACOSS’s profile as a leading voice on social justice, poverty and inequities by: * Working with the senior management and policy staff to develop and elevate community narratives that respond to entrenched and emerging issues * Support the implementation of digital campaign activities, and identify newsworthy media pitches, working with the communications team to achieve strategic coverage |
| **Administration** | * Ensure adequate systems are established to monitor and evaluate the campaign * Management of files as per WACOSS policies and information management system * Ensure program and project reports are completed as required including written updates to the WACOSS Board |
| **WACOSS** | * Participate in team meetings, the development of strategic and operational plans and other internal processes as required * Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work * Demonstrate commitment to WACOSS Vision, Purpose and Values |
| **Other duties** | * Other tasks as appropriate, relevant and directed |

**Selection Criteria**

**Essential**

* Demonstrated understanding of the drivers of poverty and commitment to addressing inequality in Australia
* Strong strategy and planning skills with a solid track record of designing and implementing high level advocacy and campaigns
* Experience in working with communities to mobilise to effect change (ideally in a social, environmental or political campaign), including to meet strategic goals
* High level interpersonal skills in networking and collaborating with diverse stakeholders and communities
* Demonstrated experience developing and implementing marketing content for communities and/or community service organisations
* Demonstrated capacity for creative thinking, a preparedness to experiment with new ideas and innovative approaches
* Effective team player, with excellent interpersonal skills, who works collaboratively to achieve outcomes
* Strong digital skills including an understanding of and experience in social media engagement strategies and campaigning
* Excellent verbal and written communications skills with experience writing for digital and facilitating meetings with a diverse range of stakeholders.
* Ability to efficiently synthesise information and manage competing priorities and tight deadlines
* Experience in the preparation of reports and evaluating achievements
* An ability to support and operate within the WACOSS Vision, Purpose and Values

**Other**

* Current drivers licence
* Passionate and tenacious, can do attitude
* National police clearance

**WACOSS supports and celebrates diversity in the workplace. Applicants from diverse backgrounds applicants encouraged to apply**

**Authorisation**

This document is an accurate statement of the duties and responsibilities of this position.

**Louise Gioliitto**

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