



Collaborative Solutions Coordinator

Position Description

Role Specifics

Direct reports	0
Reports to	Collaborative Solutions Lead
FTE	1.0 (Full-Time)
Location	Brisbane (Meanjin) - PLACE functions as a remote/hybrid workforce
PLACE Level	2
Salary Range	\$90,000 - \$110,000 + superannuation

Role Summary

The Collaborative Solutions Coordinator will support the delivery of PLACE's Collaborative Solutions activity during an exciting phase of growth.

This outward facing role will be instrumental in supporting the engagement and convening of a wide range of internal and external stakeholders to work together, identify shared challenges and co-design strategic, place-based solutions.

By enabling effective partnerships and ensuring the smooth delivery of convening processes, the Collaborative Solutions Coordinator will help create the conditions for long-term, community-led change and contribute directly to PLACE's vision.

Who We Are

Partnerships for Local Action and Community Empowerment (PLACE) is a national organisation that champions and supports community-led approaches to social and economic challenges.

PLACE is not a service provider. We are a support system - a hub for shared learning, partnership, and policy innovation.

Our work is underpinned by a belief that communities know best what matters to them, and that long-term change starts with shared decision-making and strong local leadership.



Areas of Responsibility

1. Meeting and Workshop Coordination

- Provide end-to-end support for meetings, workshops, and other convening activities with internal and external stakeholders, including scheduling and secretariat support.
- Ensure high-quality facilitation support by preparing briefing materials, documenting outcomes, and following up on action items in a timely and accurate manner.
- Support continuous improvement of convening practices by capturing feedback, identifying best practice approaches, and embedding learnings into future activities.

2. Stakeholder Engagement

- Ensure positive relationships with PLACE's diverse network of stakeholders, including community members, community organisations, place-based initiatives, and government officials.
- Act as a point of contact for collaboration-related enquiries, ensuring timely, respectful, and values-aligned responses.
- Represent PLACE in stakeholder meetings and events, contributing to a strong, professional and engaged public presence.
- Collaborate with internal and external stakeholders to gather insights that amplify PLACE's impact and community voice.

3. Written Communication

- Contribute to and coordinate the development and timely distribution of written materials including meeting papers, progress and implementation reports, and other correspondence.
- Deliver written communications with attention to detail and the ability to translate complex ideas into digestible and understandable language for diverse audiences.
- Maintain high standards of accuracy, professionalism, and alignment with PLACE's tone of voice and values across all written communications.



4. Collaboration Coordination

- Support the Collaborative Solutions team to incorporate knowledge and experience from across the PLACE team.
- Establish and implement systems to monitor collaborative project activities to ensure they are delivered on time and within scope.
- Assist with any relevant funding administration related to collaborative activities as required.