

POSITION DESCRIPTION

COMMUNITY ENGAGEMENT MANAGER

Context

The Australia Palestine Advocacy Network (APAN) is a national network of both organisations and the many thousands of individual Australians who seek justice, freedom and equality for Palestinians. APAN works to bring a greater understanding of the realities of the genocide and human rights abuses perpetrated against Palestinians and advocates for the Australian government to adopt policies that will support Palestinian rights to live in dignity, justice and freedom. APAN supports grassroots advocacy and campaigns, advocates directly to Government and in the media.

APAN is a membership based organisation, governed by an elected Executive, and has many volunteers. APAN has a number of paid staff including Executive Officer; Political Engagement & Campaigns Lead; BDS Campaigns Lead; Communications & Development Manager; Anti-Palestinian Racism Project Manager; Community Mobilisation Coordinator; Fundraising, Events and Membership Coordinator; Youth & Volunteer Officer and Admin, Logistics & Finance Coordinator.

Role

The position is responsible for engaging supporters and the public in the work of APAN and for developing the wider Palestinian solidarity movement. The position will work with campaign leads to develop engagement strategies that maximise the impact of APAN's supporters to achieve campaign goals. While growing APAN's supporter base the position will develop strategies, programs and resources to support engagement, and develop the skills of Palestine solidarity groups and individual supporters across Australia – both among Palestinians and their allies. Ensuring that the wider movement is well resourced, strategically focused and skilled is a key focus of this position. The role will oversee APAN's work with youth and volunteers. This position and the engagement team plays a cross functional role in APAN.

Reporting

The Community Engagement Manager reports to the Executive Officer. They manage the Community Mobilisation Coordinator and Youth & Volunteer Officer. They meet with the mobilisation and movement building working group on a monthly basis.

Hours & conditions

The Community Engagement Manager is employed full time (38 hours per week), which at times requires after hours and weekend work. The role is employed under the conditions of the *Social, Community, Home Care and Disability Services Industry Award 2010, Community development worker, Level 5 salary \$100,783 - \$105,350 per annum plus 12% superannuation.*

KEY RESPONSIBILITIES

Community Organising & development

Build an informed, skilled and effective movement in support of Palestinian self determination and justice. This includes:

- Develop and implement a Community Mobilisation Strategy for APAN that grows the movement and increases coordination and cooperation across the movement.
- Lead on engagement with organisational members to strengthen and target their advocacy and campaigning.
- Facilitate, as required, national and state based gatherings of groups and supporters.
- Organise, support and deliver a range of training, educational forums and resources to individual and organisational members, supporters and the Palestinian community in Australia to develop their advocacy, lobbying and campaigning skills.
- Provide resources and advice to groups on their advocacy.
- Oversee APAN's solidarity work with First Nations Peoples and organisations.
- Evaluate APAN's community organising work.

Community Mobilisation

- Work with the BDS Campaigns Lead and Political Engagement and Campaigns Lead to ensure our campaigns have effective engagement strategies that are implemented to maximise impact.
- Oversee the work of the Community Mobilisation Coordinator in building, across Australia, a community-based network of supporters who engage in their local community and with their local, state and national political leaders around Palestine and APAN's campaigns including BDS and the need for justice and self determination for Palestinians and accountability for Israel.
- Work with the Communications & Development Manager to ensure we have integrated engagement strategies and implementation.
- Manage our EDM communications in relation to the engagement of supporters

Palestinian youth strategy

- Oversee our youth engagement activities and work to ensure it is providing Palestinian young people the opportunity to participate in workshops, training, targeted events, online and in person initiatives that develop their advocacy, leadership, and media skills and experience.
- Ensure that our work with Palestinian youth is evaluated and that the learnings from evaluations strengthen our work.

Volunteer engagement

- Oversee the work of the Youth & Volunteer Officer to facilitate the involvement of volunteers in our work that utilises volunteer's skills, brings value to our work and creates a meaningful and strategic involvement in the movement for volunteers.

Other tasks

- Responsible for the APAN engagement database
- Report to any outside funders who fund the engagement aspect of our work
- Provide reports on our engagement work to the executive monthly
- Contribute to across APAN work and reporting as required
- Other duties as required

SKILLS & SELECTION CRITERIA

- Strong understanding of Palestinian human rights issues and political struggle including in the Australian political context.

- Experience and highly developed expertise in leading community organising & campaigning to bring about social and political change.
- Experience and highly developed expertise in the development and implementation of engagement strategies for change
- Excellent communication skills and a thorough understanding of messaging best practice for campaigns and advocacy
- Good understanding of the Australian political and media landscape
- Skills & experience in managing staff and highly developed cultural competency

PERSONAL SKILLS REQUIRED

- Commitment to the Palestinian struggle for justice.
- Understanding of and commitment to APAN's values and goals.
- Excellent interpersonal skills and strong cultural competency.
- Excellent coordination and facilitation skills
- Excellent verbal and written communication skills.
- Ability to lead and work as part of a team.
- Ability to think strategically and adapt flexibly to changing circumstances.
- Ability to produce quality work under time pressure and competing priorities.
- Excellent attention to detail.
- Willingness to take on weekend and evening work when required.

Applications should address the selection criteria above and how your knowledge and experience will enable you to successfully undertake this role. Your application should also include your CV and a cover letter and be emailed to katie@apan.org.au

If you feel you meet most, but not all, of the selection criteria, please do consider applying. APAN encourages applications from any interested and qualified people.

People of Palestinian background are strongly encouraged to apply. We do not discriminate on the basis of sex, age, race, religion, sexual orientation, gender identity, or disability. We welcome people from all backgrounds, particularly those who are often marginalised, to apply for all our roles.