

## Position Description

Communications, Community Engagement and Events Coordinator

### Position Details

<b>Position Title</b>	Communications, Community Engagement and Events Coordinator
<b>Organisation</b>	Northern Rivers Community Resilience Alliance (Resilient Alliance)
<b>Employment Organisation</b>	Resilient Lismore, as the Contracted Delivery Partner for the Disaster Ready Fund Round Three funded by the Australian Government.
<b>Project Partners &amp; Collaborators Community</b>	Resilience Groups and Organisations across the Northern Rivers (Resilience Alliance and Networks) Northern Rivers Community Foundation University Centre for Rural Health Plan C
<b>Award / Level</b>	SCHADS 4.1 - \$44.58 per hour - 17.5% Leave Loading - 12% Superannuation
<b>Hours Per Week</b>	28 hours per week (0.75 FTE)
<b>Employment Type</b>	Fixed-term contract - 1st June 2026 - 31st January 2028
<b>Location</b>	Northern Rivers, NSW – hybrid (Lismore base / remote)
<b>Reports To</b>	Operational Reporting to Network Lead - Resilience Alliance

### About the Northern Rivers Community Resilience Alliance (Resilience Alliance)

The Resilience Alliance was established in March 2024 in response to an increasing recognition of the need for regional grassroots collaboration.

Following the catastrophic floods and landslides in 2022, local community organisers have played a crucial role in disaster response, recovery, and adaptation. They have dedicated thousands of volunteer hours to developing sophisticated community-based systems, enhancing skills, building knowledge bases, and increasing organisational capacity at the local level.

Despite minimal formal support, these organisers have amassed significant expertise in community-led disaster recovery and have expressed a growing need for a peer support network, which the Alliance aims to provide.

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The Alliance provides organisational strengthening, peer support and advocacy to independent grassroots, place-based community-led resilience groups across the Northern Rivers.

**Vision:** Connected, collaborative Northern Rivers communities that are empowered to care for themselves and each other before, during and after disasters.

**Purpose:** To develop a self-sustaining, trusted Alliance of place-based, community-led resilience groups and organisations. The Alliance will share knowledge and resources; provide mutual support and wellbeing; take collective action, and advocate for identified community needs.

### The Alliances 5 Pillars:

Growing the Alliance	Training & Resource Sharing	Peer Support & Self Care
Funding & Collective Projects	Advocacy	

### About the Team

You will be joining a small, dedicated team of 6 (including this role), The team is collaborative, community-focused and passionate about building resilience and disaster preparedness across the Northern Rivers. While team members can work within a defined geographical area, they step up and support one another across the broader Northern Rivers region as required.

### About the Role

This is a community-facing role responsible for the communications, social media and events activities that connect, inform, engage and advocate for Northern Rivers Community Resilience Alliance member groups. Working directly with the Network Lead and alongside other project staff, this role promotes the Alliance's work, supports stakeholder communications, and delivers engaging events that strengthen the network. The role also carries responsibility for reporting on communications and events activities.

The role is ideally suited to someone with a background in community engagement, events coordination and communications, with genuine enthusiasm for grassroots community work.

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## Key Responsibilities

### 1. Events and Workshop Coordination

- Engaging with the project team plan, coordinate and deliver engaging, inclusive and outcomes-focused workshops, gatherings, online forums and other project events.
- Develop and manage all event logistics including venues, catering, registration, materials, travel and accessibility requirements.
- Develop event run sheets, agendas and participant resources in collaboration with the project team.
- Gather and document participant feedback and contribution data to support project evaluation, funding allocation, and continuous improvement

### 2. Communications with Resilience Alliance Groups and Stakeholders

- Develop and distribute targeted communications to Resilience Alliance member groups and prospective groups, including emails, social media posts, and direct outreach.
- Develop stakeholder communications that represent the Resilience Alliance's work clearly and consistently to external partners, funders and the broader community.
- Support the project team with communications to ensure groups are fully informed about Resilience Alliance projects and opportunities.

### 3. Digital Communications and Marketing

- Develop, in consultation with the project team, a Communications and Marketing Plan for the Connected and Prepared project, aligned to the Resilience Alliance's brand and values.
- Lead the implementation of the Communications and Marketing Plan.
- Develop, in consultation with the project team, a Communications and Marketing Plan for the Connected and Prepared project, aligned to the Resilience Alliance's brand and values, including consideration of communication tools and platforms that are fit for purpose, accessible to volunteers and sustainable beyond the project period.
- Manage the social media calendar, scheduling regular posts and responding to community comments and enquiries in a timely way.
- Manage and grow the Resilience Alliance WhatsApp Community and Group as key channels for information sharing and community connection.
- Design and produce promotional materials including flyers, event invitations, infographics and short-form videos or reels.
- Maintain and update relevant sections of the Resilience Alliance website,
- Maintain and update the ORACLE resource hub.
- Produce the fortnightly Resilience Alliance newsletter, gathering content from project staff, funders, stakeholders and member groups.

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### 4. Reporting and Administration

- Assist the Network Lead with project reporting by providing event summaries, attendance data, social media metrics, participants contributions and communications updates.
- Work within an approved project budget, tracking and reporting on expenditure against allocated funds.
- Maintain organised digital files and records relating to events, marketing activities and community group engagement, including contact registers with appropriate access levels for Alliance members, stakeholders and other contacts.
- Contribute to Resilience Alliance project reports, case studies and impact stories that demonstrate the Resilience Alliance's reach and effectiveness.
- Undertake other project-related tasks consistent with the scope of this role as required.

### Selection Criteria

#### Essential

- Strong written and verbal communication skills, with the ability to engage diverse community audiences through a range of channels in a timely and responsive way.
- Demonstrated experience coordinating events, workshops or community gatherings, including logistics and facilitation support.
- Experience in social media management, content creation and digital communications, preferably in a community or not-for-profit context.
- Demonstrated competence in developing and implementing communications and marketing plans.
- Proven ability to manage multiple tasks, meet deadlines and work effectively within a small team.
- Experience in community engagement, outreach or recruitment activities.
- Proficiency in design tools, microsoft office, google workspace, website content management systems and e-newsletter platforms.
- Able to work autonomously and exercise sound judgement in day to day activities, while remaining responsive to direction and guidance from a supervisor.
- Current NSW Driver Licence and access to a reliable vehicle.

#### Desirable

- Knowledge of the Northern Rivers region and existing community networks.
- Experience in digital communications for a community sector organisation.

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- Understanding of disaster resilience or emergency management in a community context.
- Qualifications at Cert IV or above, or equivalent experience in community development, communications, events management or a related field.

### Working Conditions

- 28 hours per week, with flexibility in how hours are structured.
- Hybrid work arrangements available; Lismore-based preferred.
- Regular travel across the Northern Rivers region for events and community engagement
- Some after-hours work may be required for community events and stakeholder meetings, with Time in Lieu for any overtime.
- Access to a personal vehicle is required for travel across the Northern Rivers region, a vehicle allowance is payable in accordance with the SCHADS Award.
- Use of a personal mobile phone may be required, allowance will be payable in accordance with the SCHADS Award.
- Use of a personal laptop is required, allowance will be payable in accordance with the SCHADS Award.