

ALLWOOD NEIGHBOURHOOD HOUSE MARKETING AND ADMINISTRATION OFFICER

BACKGROUND

Allwood Neighbourhood House is on Wurundjeri Country and is located in Hurstbridge. Established in 1985, Allwood Neighbourhood House creates opportunities for community engagement and participation by providing educational, social, arts and wellbeing programs and events with a strong focus on sustainability and protecting the environment.

Allwood Neighbourhood House works within a community development framework to bring people together for social support, to learn skills, and to improve health and well-being.

Key focus areas for Allwood Neighbourhood House are:

- **Participation:** we foster whole-of-community engagement and involvement
- **Inclusion:** we value diversity and welcome all people
- **Social connection:** we provide a safe space and opportunities for meaningful connection
- **Environmental sustainability:** we value people, animals, and the planet
- **Reconciliation:** we respect the culture and contribution of First Nations peoples

Allwood Neighbourhood House is a family-friendly, equal opportunity employer offering:

- flexible working environment including during the school holidays
- job satisfaction through grass roots community involvement
- diverse and inclusive work environment

Allwood Neighbourhood House is an Incorporated Association and registered charity.

POSITION CONTEXT

The Marketing and Administration Officer is an employee of Allwood Neighbourhood House (ANH), supporting the delivery of ANH programs, events, communications, and community engagement activities.

Based at Allwood Neighbourhood House, the role also undertakes agreed marketing, communications, and administrative activities that support the Hurstbridge Traders Association (HTA) and local village initiatives.

The position contributes to strengthening community participation, local connection, and the visibility of both ANH activities and Hurstbridge Village initiatives.

Reports to:	CEO – Allwood Neighbourhood House
Supervises:	Volunteers and contract workers as required
Liases with:	ANH staff; HTA Committee; Nillumbik Council representatives (as directed); local traders; community organisations; and community members
Hours:	12 hours per week, days and times are flexible during business hours.

Classification & salary:	Neighbourhood Houses & Adult Community Education Centres Agreement 2024 — SCHADS Level 2.1 (\$34.58 per hour plus superannuation)
Employment period:	Part-time. Fixed term 12 months
Probationary period:	3 months

KEY RESPONSIBILITIES

- Promote Allwood Neighbourhood House programs, events, services, and community initiatives across digital and communication platforms
- Support promotional activities that strengthen engagement with Hurstbridge Village traders and local initiatives
- Create, schedule, and publish engaging digital content, including social media and website updates
- Provide general administrative, communications, and program support, including responding to enquiries and assisting with bookings
- Support community engagement, outreach activities, campaigns, and events
- Liaise professionally with stakeholders including community members, traders, the HTA Committee, and partner organisations
- Contribute to reporting requirements and maintain accurate records of activities and time allocation across both organisations
- Work collaboratively to support shared community and local engagement outcomes

ABOUT YOU

You are highly organised, with strong communication skills and confidence using digital platforms and social media, and bring a creative, community-minded approach to your work.

You enjoy working with people, can manage competing priorities, and are comfortable working independently within a small collaborative team.

You will be someone who is:

- Confident using social media, Canva, and other digital platforms to engage communities
- Organised, reliable, and able to manage competing priorities and deadlines
- A strong communicator with a friendly and professional style
- Proactive, self-motivated, and able to take initiative
- Community-minded and motivated by local connection and participation
- Creative and detail-oriented in your approach to communications and content

KEY SELECTION CRITERIA

1. Demonstrated experience in marketing, communications, administration, or a related field
2. Strong communication and digital engagement skills, including social media and online platforms
3. Demonstrated organisational and time management skills, including the ability to manage competing priorities and work across multiple stakeholders
4. Ability to work independently, use initiative, and contribute effectively within a small team
5. Demonstrated ability to build and maintain positive relationships with community members, stakeholders, or partner organisations
6. Experience working with community organisations, small business networks, or place-based initiatives (desirable)

CONDITIONS OF EMPLOYMENT

- A satisfactory National Police Check
- Current Working With Children's Check (WWCC)
- Current first aid and CPR certificate (desirable)
- Role operates across ANH (employer) and HTA under agreed governance arrangements
- Flexible working hours may include occasional evening or weekend work
- Any additional hours or duties outside the role must be approved in advance

PHYSICAL REQUIREMENTS

- Desk-based computer work
- Movement within indoor and outdoor community environments
- Occasional lifting up to 5kg (e.g. chairs, tables, marquees, equipment)