

## POSITION DESCRIPTION

<b>Position Title:</b>	Community Engagement Lead
<b>Reports to:</b>	Team Leader, Sector Development
<b>Direct Reports:</b>	Nil
<b>Date:</b>	July 2026
<b>Award:</b>	SCHADS Award
<b>Award Level:</b>	Level 5 <i>Children by Choice can offer salary sacrifice up to \$15,900 per year tax-free for general living expenses. Additionally, employees can salary sacrifice up to \$2,650 per year for meals and entertainment, bringing the potential tax-free benefit to \$18,500 annually.</i>
<b>Employment Status:</b>	Permanent part time
<b>Hours:</b>	0.8 FTE (4 days per week / 30 hours)
<b>Location:</b>	Milton, Queensland, with some planned intrastate travel

## ABOUT CHILDREN BY CHOICE

Children by Choice is a proudly feminist, values-driven organisation working to advance reproductive rights and equity across Queensland. We provide all-options pregnancy support & counselling, education, advocacy, and consumer engagement, ensuring every person can make informed choices about pregnancy, parenting, kinship care and abortion care.

Children by Choice holds the following values: Pro Choice. Collaborative. Compassionate. Feminist. Integrity.

## About the Role

The Community Engagement Lead is a pivotal role within Children by Choice's Sector Development Team, grounded in the Reproductive Justice framework — the right to bodily autonomy, the right to have children, the right to not have children, and the right to parent in safe and sustainable communities, alongside the right to gender and sexual self-determination. This framework, developed by black women from SisterSong in 1994 in response to mainstream reproductive rights movements failing to address race, poverty and structural inequity, shapes how this role approaches every relationship, resource and conversation: reproductive autonomy cannot be separated from housing, racism, disability justice, immigration status and economic security.

Leaders in protecting, supporting and advancing reproductive rights.

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This role leads consumer and community engagement activities for CbyC, building authentic, reciprocal relationships with priority populations; creating ethical and trauma-informed pathways for lived-experience voices to shape our services and advocacy; and translating community insight into resources, training and systems change. Consistent with reproductive justice principles, this work centres the leadership and self-determination of those most affected by reproductive oppression, rather than speaking on their behalf. The role works closely with diverse and marginalised communities, including Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, LGBTQIA+ communities, people with disability, and people in rural and remote areas.

## **KEY RESPONSIBILITIES**

### **Consumer and Community Engagement**

- Lead the design and delivery of empathy interviews and consumer group sessions with people who have lived experience of reproductive justice, abortion and pregnancy options, with a focus on priority population groups.
- Empower and engage people with lived experience in ethical, trauma-informed and equitable ways to shape service design, advocacy and education.
- Build and maintain relationships with key stakeholders across the community sector, particularly services working with marginalised populations.
- Engage in community engagement activities, including stalls, networking and community initiatives to increase awareness of CbyC services across Queensland.
- Develop, scope and deliver statewide consumer research (for example, an anonymous survey on barriers to accessing abortion), including analysis and reporting.

### **Resource Development and Co-Design**

- Facilitate co-designed focus groups and empathy interviews to inform and develop accessible, evidence-based resources that reflect reproductive justice values.
- Lead the planning and delivery of co-designed resources with priority population communities, including identifying needs, building partnerships, running focus groups and overseeing design through to distribution.
- With participant consent, develop and deliver feedback loops where insights, stories and experiences can be shared (for example zines, blog posts, or other resources).
- Translate complex reproductive health and justice topics into practical, accessible resources alongside diverse communities.

### **Pathways to Activism and Inclusive Practice**

- Create meaningful, ethical and trauma-informed avenues for community members to use their stories and experiences to influence systems change and advance reproductive justice.
- Foster an organisational culture grounded in reproductive justice, intersectionality and collaboration, ensuring diverse experiences shape collective practice and amplifying voices that are often silenced.

- Demonstrate accountability by communicating how community insights directly influence CbyC's strategies, advocacy and service delivery.

### **Program and Event Coordination**

- Lead, identify and manage CbyC's attendance at community events aligned with priority populations.
- Strengthen engagement initiatives through continuous design, evaluation and reflection to ensure programs are responsive, effective and community-led.

### **Strategic Partnerships and Advocacy**

- Build inclusive, mutually beneficial partnerships that amplify marginalised voices and increase equitable participation in reproductive health advocacy and decision-making.
- Identify and apply for grant opportunities aligned with CbyC's mission.
- Identify, write and submit conference abstracts and advocacy materials (such as submissions or position statements) that align with CbyC's mission.
- Feedback community consultation and lived-experience insights to funders, advocacy partners and other professional bodies in ethical, trauma-informed ways, meeting contracted reporting requirements.

### **Team and Culture**

- Contribute to a collaborative, feminist and reflective team culture.
- Mentor and support volunteers and students where relevant.
- Work collaboratively across the Sector Development team, client services team and corporate services team.

## **SELECTION CRITERIA**

### **Essential:**

- Commitment to the vision, mission and values of Children by Choice, including a strong belief in the right to choose abortion and a dedication to reproductive justice, feminist and anti-oppressive frameworks.
- Tertiary qualifications in social work, education, community development, public health, communications, or a related field, or at least three years of relevant experience.
- Demonstrated experience designing and facilitating consumer engagement initiatives such as empathy interviews, transcreation, co-design and focus groups, particularly with women and people from diverse backgrounds, including those affected by domestic, family or sexual violence.
- Proven understanding of and experience working within a reproductive justice, feminist and trauma-informed framework.
- Demonstrated ability to design, implement, manage and evaluate community engagement projects or programs, including reporting against grant or contract deliverables.

- Demonstrated ability to develop resources informed by and co-designed with marginalised communities.
- Highly developed communication, facilitation and stakeholder relationship skills, with the ability to work collaboratively within a small team and manage competing deadlines.
- Experience working with diverse and marginalised populations, including Aboriginal and Torres Strait Islander peoples, young people, people with disability, and people from migrant, refugee, CALD and LGBTQIA+ communities.
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint, Outlook), plus the ability to use Canva, CRM systems and digital communication and event tools efficiently.
- Current Blue Card, police check, and driver's licence.
- Willingness and ability to undertake some occasional after-hours work and intrastate travel as requested.

**Desirable:**

- Good knowledge of women's health issues, particularly sexual and reproductive health, pregnancy options (including adoption and alternative care) and abortion, or the ability to acquire this knowledge quickly.
- Experience with or knowledge of the health, community and allied health services sector in Queensland.

## PERFORMANCE MEASURES

- Consumer and community engagement activities (empathy interviews, consumer groups, co-design) are delivered to plan, ethically and in a trauma-informed way.
- Lived-experience insights are demonstrably reflected in CbyC's resources, advocacy and service design.
- Strong, sustained relationships are built and maintained with priority population communities and key sector stakeholders.
- Co-designed resources and engagement projects are delivered on time and reported against grant or contract deliverables.
- Grant and partnership opportunities are identified and pursued in line with CbyC's mission and capacity.
- Manages time and workload independently across multiple concurrent projects, problem-solves with initiative, and presents solutions (not just problems) to the Team Leader, Sector Development.
- Demonstrated alignment with organisational values, feminist practice and child-safe standards.