

Position Description Community Outreach Worker			
Position Title:	Community Outreach Worker	Work Type:	Part-time 1 st September 2026 – 30 th June 2027 fixed term
Organisation & Location:	North & West Melbourne Neighbourhood Centre	Hours:	4 hours/week
Reports to:	Community Development Co-ordinator	Classification:	Schedule B, Level 2.1 - \$36.20/hr
About Us:	North & West Melbourne Neighbourhood Centre is a non-profit community organisation dedicated to fostering a sense of community and promoting wellbeing in the North & West Melbourne area. Our programs and activities respond to the needs of the North (3051) & West (3003) Melbourne community, providing an accessible and inclusive agenda which fosters belonging and community spirit, reduces social isolation and ultimately improves the wellbeing of the community's members.		
Community Outreach Worker Position Overview:	The <i>Community Outreach Worker</i> supports NWMNC's grassroots community development work by strengthening engagement with African and Islamic Australians in North and West Melbourne. The role provides hands-on experience across key programs, community consultations, and outreach initiatives, helping identify community needs and enhancing the wellbeing of this cohort. In this role, you will work closely with NWMNC's Community Development Coordinator, NWMNC volunteers and local community members.		
Community Outreach Worker Key Responsibilities:	• Build and maintain networks within the local African and Islamic communities, and strengthen their awareness and connection with NWMNC. • Grow NWMNC's ACFE Accredited Courses by responding to the needs and aspirations of local African and Islamic communities – fostering employability and skill development. • Research and develop storytelling opportunities for local African and Islamic individuals/groups via podcasts and the North & West Melbourne News. • Promote NWMNC programs, volunteer opportunities, festivals, and publications through effective communication and outreach, including translations • Help to organise the Public Housing Multicultural Eid Festival in March 2027 • Participate in professional development to build skills and knowledge in community engagement and development.		
Qualifications and Skills:	• Fluent in Arabic and/or a Horn of Africa community language. • Strong networks within the African and/or Islamic communities local to North and West Melbourne, as well as adjoining suburbs ie. Kensington and Flemington, and demonstrated engagement of these communities.		

	• Passion for supporting African and Islamic Australians to thrive, and more broadly, a passion for community engagement, social justice, and advocacy. • Strong understanding of the common aspirations and challenges faced by individuals from Horn of African and Islamic communities living in Melbourne, with a particular focus on those living in public or social housing. • Excellent interpersonal and teamwork skills. • Competent oral, written and communication skills in English. • Strong organisational abilities with attention to detail. • Ability to adapt to changing priorities and work independently when necessary. • Cultural competence and sensitivity to the needs of diverse populations. • Established connections to social media platforms and other marketing tools that have good 'reach' with the local African and Islamic population for the promotion of relevant NWMNC programs/events/opportunities. • Demonstrated ability to use common computer and digital communication tools (e.g. email, online forms, and basic office software) to support community outreach, documentation, and engagement activities. • Working with Children Check and current Police Check (NWMNC can support with acquiring these security checks).
Budget and Expenditure:	All expenditure provided for in the annual budget needs to be approved in advance by the Community Development Coordinator. Expenditure outside of the budget and all capital expenditure needs to be pre-approved by the Centre Director or CFO/CIO
Consultation, Documentation and Reporting:	• Attend regular fortnightly meetings with the Community Development Coordinator. • Attend regular NWMNC Team Meetings (fortnightly) • Work collaboratively with the Community Development Coordinator on delivering program outcomes
Supports and Opportunities:	• Access to the NWMNC's policies and procedures. • Access to the NWMNC's established agency networks, including community organisations and local government. • Access to personal and professional development provided internally through the NWMNC's Learn Local ACFE programs, and externally through workshops facilitated by Network West and Neighbourhood Houses Victoria.
Duration and Commitment:	Monday, Tuesday <u>or</u> Wednesday availability essential. The specific schedule for Community Outreach Worker hours worked to be negotiated based on your work/study/family requirements and organisational needs.
Additional Note	This position may require intermittent evening and weekend work.

