Community Engagement and Capacity Building Lead

Position Title:	Community Engagement and Capacity Building Lead
Employment type:	Part time
Department:	Strategy, Advocacy and Community Engagement Stream (SACE)
Locations:	317-319 Barkly Street, Footscray, VIC, 3011
Salary:	SCHADS level 7. Pay point dependent on experience
Reporting To:	Manager- Resilient Communities
Exemption:	VCAT Exemption No. H119/2017 (subject to Equal Opportunity Act 2010) This means we can employ only women and gender diverse people, or people from a particular cultural background when required.
Child safe standard:	GenWest is a child safe organisation, in order to be a successful candidate, evidence of a relevant Police Check and Working with Children's Check is required (WWCC)

ABOUT THE ROLE

The Community Engagement and Capacity Building Lead provides day-to-day leadership and practice oversight to coordinators delivering community engagement, education, capacity building and health promotion initiatives across Melbourne's west.

Using an intersectional feminist, culturally safe and community-led approach, the role translates strategic and funded priorities into accessible, evidence-informed delivery; strengthens quality, evaluation and shared practice; and builds effective relationships across GenWest, communities, services and partner organisations.

ROLE CORE RESPONSIBILITIES

As Community Engagement and Capacity Building Lead, you will be responsible for:

Team Leadership and Practice Development

- Lead, supervise and support coordinators through clear priorities, work plans, coaching and reflective practice.
- Build a collaborative, accountable and inclusive team culture that supports learning, innovation and consistent culturally safe, trauma-informed and community-led practice.

Community Engagement and Education

- Lead accessible, evidence-informed and culturally safe engagement, capacity building and health promotion across diverse communities in Melbourne's west.
- Address cultural, linguistic, social and structural barriers and incorporate culturally specific, bicultural and in-language approaches where appropriate.
- Embed community voice, lived experience and community knowledge in GenWest's work.

Program and Project Delivery

- Coordinate planning, delivery, monitoring and review in line with funding requirements, agreed plans and organisational priorities.
- Allocate team capacity effectively and improve resources, tools, engagement approaches and practice guidance.
- Identify delivery risks, barriers and opportunities and work with the Manager on responses.

Monitoring, Evaluation and Continuous Improvement

- Embed data collection, monitoring and evaluation across activities and support coordinators to demonstrate reach, participation, outcomes and community impact.
- Use feedback, evaluation and practice learning to improve quality and contribute to funding and program reporting.

Partnerships and Community Relationships

- Build trusted, reciprocal relationships with communities, organisations, services and other partners.
- Support stakeholder relationships, identify emerging needs and opportunities, advise the Manager and represent GenWest in relevant networks and forums.

Cross-Organisational Collaboration and Strategic Contribution

- Strengthen coordinated approaches across GenWest and contribute community insights and practice knowledge to organisational priorities.
- Support organisation-wide initiatives and work with the Manager and other Leads to translate strategy into effective community practice.

Cultural Safety, Equity and Quality

- Champion culturally safe, inclusive and equitable practice using an intersectional lens.
- Promote community agency and self-determination and contribute to quality improvement, safeguarding and risk management.

Skills, Qualifications & Experience

Essential Qualifications

- Relevant tertiary qualification in health promotion, public health, community development, gender studies, social work, social policy or a related discipline, or equivalent relevant experience.

Essential Skills and Experience

- Experience planning and delivering evidence-informed community engagement, health promotion, community development or capacity building initiatives.
- Strong understanding of culturally safe, inclusive and intersectional practice, social determinants and engagement with diverse communities.
- Experience leading staff through supervision, work planning, coaching and professional development, with a collaborative, empathetic and values-based approach.
- Ability to coordinate multiple programs and projects, including planning, prioritisation, implementation, monitoring, evaluation and reporting.

GenWest recognises that the land on which we work and provide our services always was and always will be Aboriginal land. We pay our respects to Elders past and present. We proudly acknowledge the Aboriginal and Torres Strait Islander communities across Naarm's west, their rich culture, diversity, histories and knowledge, and the contribution they make to the life of this region.

- Experience building reciprocal relationships with communities, organisations, health and community services and other stakeholders.
- Ability to use data, evaluation, feedback and practice learning to improve quality and impact.
- Highly developed interpersonal, written, verbal and facilitation skills for diverse audiences.

Desirable

- Experience in women's health, gender equity, primary prevention or community health.
- Experience with communities facing structural barriers to health, safety and participation.
- Experience with culturally specific, bicultural or in-language engagement.
- Knowledge of Melbourne's west, its communities and community service landscape.

Acknowledgement

This position description may be reviewed.

I declare that I have read and understood the requirements of this position, discussed any queries or concerns with the respective manager at GenWest, and feel that I am able to fulfill the requirements of this position.

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