

JOB CODE: 04.014.03
JOB TITLE: Community Engagement and Activities Officer
PROGRAM/SECTION: ParentsNext
REPORTS TO: Team Coordinator
AWARD: Labour Market Assistance Industry Award 2010
CLASSIFICATION: Administration Officer
PROBATIONARY PERIOD: 6 months (monthly reviews undertaken during this period)

Approval Date:	03/05/2017	Version:	20170503
File path:	W:\Corporate Services\Human Resources\Human Resources Current\Workforce Planning\Position Descriptions\04 Programs\04.014 ParentsNext\04.014.03 Community Engagement and Activities Officer.docx		

Impact Commitment Statement

Our staff will actively embrace the 'IMPACT Way' and contribute to the organisation's vision, values, policies and procedures.

In return, our staff will enjoy making a difference in the community, working within a supportive team, with a strong commitment to learning and development; and appreciate significant employment benefits.

Who are we?

As a charitable organisation, we support people who may be experiencing disadvantage, poverty or exclusion from community, social and employment networks. Through our programs and services, we assist individuals and families build resilience and reconnect with the community in a positive way to realise an improved quality of life.

What is our vision?

To lead the community in pioneering improved life opportunities

What is our mission?

Building a caring and inclusive community through opportunities which empower people, increase individual choice, improve resilience and increase social and economic participation

What are our values?

What do we expect from our staff and what do our clients expect from us?

Trust we are honest, accountable to our community and transparent in our actions

Empowerment in every endeavour we strive to support people to achieve their goals, own their actions and make sustained change in their lives according to what they want

Relevance we serve our community's needs through a contemporary individual choice based approach to community service

Compassion we are caring and understanding in our support of people in our community

Inclusiveness we believe that diversity in our community makes us stronger and provide equal opportunity to all



OVERVIEW: The Community Engagement and Activities Officer role is a multi-skilled position. The community engagement component of the positions will require you identify referral pathways to community programs that address parents personal and professional barriers. The activities component of the position will require you develop, broker and implement activities that support parents through the live, grow and prosper ParentsNext journey.

MAIN DUTIES/RESPONSIBILITIES:

1. COMMUNITY ENGAGEMENT

- Support the maintenance of ParentsNext relationships with internal and external stakeholders (e.g. Community organisation, health services, media, community members and suppliers)
- Work collaboratively within the ParentsNext Team Coordinator and team to support the development and implementation of community engagement plans and strategies aligned with ParentsNext annual work plan that reflects and offers the best possible service for participants
- Actively inform the ParentsNext team on current community engagement activities that are suited to parents
- Support the ParentsNext Team Coordinator in achieving the strategic vision set out by the ParentsNext work plans and other tasks associated the effective operation of a successful ParentsNext project
- Maintain and grow information technology, marketing and promotion knowledge and expertise as negotiated with ParentsNext Team Coordinator
- Represent ParentsNext in an appropriate professional manner in accordance with organisational quality management systems policies and procedures

2. ACTIVITIES CONSULTANT

- Engage the ParentsNext support workers and their participants to identify what internal and external activities are required to assist parents achieve their goals
- Create and deliver group internal activities that meet the needs of ParentsNext participants
- Broker, implement and co-ordinate group activities that encourage parents to be more active in their community and/or increase their future employment prospects

3. OTHER DUTIES

- Actively engage through contributing to training and planning activities, data collection for quality assurance and evaluations
- Effectively maintain and participate in professional development training opportunities associated with the job role
- Participate in **ParentsNext** team meetings and planning activities



- Records incidents and near-misses in line with organisational policy and procedures
- Maintain duty of care to all stakeholders
- Ensure the practice work spaces are conducive to a safe and practical work environment
- Engage in the practice's risk management and quality improvement systems

CORE COMPETENCIES (QUALIFICATIONS, SKILLS AND EXPERIENCE)

Essential

- Creativity and ability to think outside the box - be motivated and able to implement group based activities
- Ability to motivate and a willingness to help others to better themselves through encouragement and active participation in activities
- Demonstrated computer skills with proficient use in Microsoft Office applications
- Excellent negotiation, consultative and interpersonal communication skills with people from diverse backgrounds
- Understanding of, or ability to rapidly acquire an understanding of, the community, training and employment sector
- Ability to liaise effectively with a range of services, including government and non-government
- Strong time management and co-ordination skills

Desirable

- Experience in event coordination
- Experience in creating and developing group based activities
- Experience in direct delivery of training workshops and or support groups

LICENSING AND ADMINISTRATIVE REQUIREMENTS

Please note that employment is subject to obtaining/holding all requirements listed below and that failure to comply may lead to termination of employment. These requirements must be maintained throughout the employment period.

- Queensland Driver's Licence / C Class
- Possession of, or willingness to obtain, Working with Children check



Where your job role fits at IMPACT

