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# **IAP2 Community Engagement Officer** (Pilbara - Casual/Project role)

Application Package

# POSITION DESCRIPTION.

## IAP2 Community Engagement Officer

HOURS	Approximately 10 hours per week, based on the needs of the project. Flexible hours, some overnight travel and weekend work is required.
POSITION	Casual, project terms
COMMENCING	May 2024
LOCATION	Pilbara (Tom Price preferred but not essential)
REPORTS TO	Director, Dominique Monteleone
DIRECT REPORTS	Nil

### Summary

This newly created position offers an exciting opportunity to design and implement genuine engagement processes and approaches. Use your IAP2 certified facilitation skills and experience to provide high-quality engagement advice and support, actively contributing to building positive and collaborative relationships with community members and stakeholders across WA. Some overnight Pilbara travel and after-hours work including weekends will be required.

Reporting to the Director, you'll be part of a multi-faceted consultancy working in tourism, events, arts, sport, health and more across government and not-for-profit sectors. You'll play a key role in the engagement servicing and operations of all our projects.

### About Us

We customise nimble and agile solutions across *strategic planning, community engagement, capacity building training, and communications and campaigns.*

We help government, businesses and communities to improve programs, services and decision making. This includes guiding and supporting them to identify their strengths, needs and aspirations, improve sustainability and increase their capabilities.

We're not just consultants, we're part of the local community, collaborating to enhance connections, promote inclusivity and increase social, cultural and economic wellbeing.

Our **purpose** is to develop and enrich social, cultural and economic outcomes, creating vibrancy in the places we live, work and visit.

We have a print-free and paperless approach, so we operate completely digitally. This is our commitment to lowering our greenhouse gas emissions and reducing our carbon footprint.

*Our Tom Price office is our Pilbara hub and we have a South West office in Dunsborough.*

# THE POSITION.

## Community Engagement Officer

We're committed to recruiting and retaining the right people and creating a great place to work. We offer our employees real careers, real impact, and real rewards.

**Position** - Casual, approx 10 hours per week with the opportunity to increase, flexible hours

**Location** - Pilbara based, working from home

**Hourly Rate** - From \$45 per hour, based on experience

**Superannuation** - 10.5%

**Other** - \$2 per hour tools of the trade allowance (for own laptop and mobile phone)

**Development** - Learning and development opportunities, training and conferences

## About the Role

Use your IAP2 training and experience to develop, manage, facilitate and deliver effective and contemporary engagement processes and activities. You'll build and maintain strong relationships with community members and stakeholders.

You're highly organised and solutions focused, along with having a positive and enthusiastic outlook. You're someone who can be briefed on the big picture and initiate results.

## Key Accountabilities

- Develop and maintain effective partnerships with existing and new clients, stakeholders and community members
- Contribute to positive engagement processes including leading and supporting consultation activities eg. one-to-one engagement, focus groups, workshops, and digital engagement
- Contribute to project communications including corporate plans, reports, presentations, letters, stakeholder updates, key messages, FAQ's and agendas
- Develop and maintain community and stakeholder databases
- Assist with community, stakeholder and visitor surveys
- Measure and report on the effectiveness of our engagement methods and tools
- Support project planning including administration, scheduling and organisational processes
- Undertake minor graphic design tasks in Canva
- Other tasks as applicable

## Skills and Experience

- IAP2 Certificate of Engagement
- 3+ years' experience in a Community Engagement or Community Development role
- Well-developed stakeholder engagement skills including planning, developing information and campaigns, consultation, and partnership development
- Exceptional communication and interpersonal skills, and an ability to work with a broad range of people from a variety of backgrounds and experiences
- High level PC computer skills and digital literacy, particularly Microsoft 365
- Proficient digital skills in Canva, Facebook, Instagram and LinkedIn
- High attention to detail and well developed organisational, administrative, and time management

# TO APPLY.

## Other Requirements

- You must live residentially in the Pilbara, accommodation is not provided
- 'C' Class Driver's Licence and access to a reliable vehicle
- Ability to work outside of normal business hours, some weekend and evening work is required
- Ability to be away from home for up to a week, on occasion
- A valid working visa, or be an Australian citizen or permanent resident
- Provide a current National Police Certificate issued by the Western Australia Police that is no more than 12 months old (successful candidate only)

## How to Apply

Clearly outline why you're the ideal candidate, by addressing the key accountabilities, skills and experience as well as other requirements. Submit a 2 - 3 page CV by 31 May 2024 to [hello@wickedstrategies.com.au](mailto:hello@wickedstrategies.com.au). No cover page is required.

To become part of our team, it's just as important to align with our values as it is to meet our selection criteria. Our purpose, priorities and approach are part of who we are and are demonstrated in the way we work - [www.wickedstrategies.com.au](http://www.wickedstrategies.com.au)

We're committed to ensuring everyone that interacts with us feels safe and is able to bring their whole selves, being welcomed with equity, dignity and respect. We understand we must include, listen, and reflect in order to build trust, connect, and partner. We celebrate individuality and are guided by the stories and journeys of the communities in which we live and work.

We welcome people with diverse skills, experiences, perspectives and backgrounds and encourage applications from Aboriginal or Torres Strait Islander peoples, and individuals who may identify as LGBTIQ, with disability, a culturally and linguistically diverse background, and people of all ages.

## Please note

Shortlisting will commence immediately and the role will close as soon as a suitable candidate is appointed.

Only short-listed applicants will be contacted. If you aren't short-listed, we extend our appreciation for considering Wicked Strategies as a potential employer.

For further information or assistance in applying, please contact the Director, Dominique Monteleone on 0408 955 323.

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# Wicked Strategies

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