

Engagement and Participation Officer



An opportunity has arisen for an enthusiastic Engagement and Participation Officer to join the Western Bulldogs Community Foundation (WBCF).

Reporting to the Community Health and Wellbeing Manager, this role will be responsible for coordinating the Sons of the West (SOTW) Leadership Academy and exploring the potential for a women's leadership program. The Engagement and Participation Officer will also be responsible for planning and delivering community engagement activities and community events for the WBCF. A specific focus for the role will be to engage SOTW and Daughters of the West (DOTW) participants outside the programs through a calendar of events.

The successful candidate will be responsible for:

- Coordinating, monitoring and evaluating the SOTW Leadership Academy and exploring opportunities for a DOTW Leadership program
- Supporting SOTW Leaders to contribute to other WBCF programs and assisting them to identify opportunities to be leaders and role models in the community
- Developing and delivering a series of engagement events and activities to encourage ongoing connection of Health and Wellbeing program participants with other participants, the WBCF, Club and the broader community
- Assisting with the delivery of the WBCF Adapters (volunteer) program and the coordination of students and volunteers
- Assisting in the development and distribution of appropriate communication materials and merchandise
- Working closely with the Western Bulldogs communications and media team to promote WBCF programs widely
- Updating and maintaining currency of SOTW and WBCF websites throughout the year
- Ensuring regular program content is shared via Western Bulldogs social media channels and EDMs
- Assisting with data entry and other administrative tasks as required.

Required knowledge, skills and qualifications:

- Knowledge and experience in community development or community engagement is essential
- Demonstrated high level written, verbal, and interpersonal skills
- Experience in social media, EDM and web content creation would be advantageous
- Strong leadership skills required
- Demonstrated experience in project development, implementation, and evaluation and reporting
- Demonstrated experience of stakeholder engagement, negotiation and relationship management across sectors
- Demonstrated ability to use initiative, meet tight time frames, and to work with limited supervision
- Minimum of 2 years' experience in a similar role
- Undergraduate degree in Community Development, Communications or Health Promotion

If you are interested in working in a challenging yet extremely satisfying position, [please click on this link](#) to apply. Applications close at 5pm on Sunday 20 May 2018.

A six (6) month probationary period applies to this position.

Please note that due to the high level of interest only those applicants short listed will be contacted.