



Role Title:	Community Engagement Coordinator	Reports to:	GM, Culture
Primary Location:	Forestec	Employment Type:	2 years
Hours:	Full-time / Part-time	People Leader:	Yes
Line of Business:	Culture Hub	Job Level:	Coordinator/Crew Leader

Role Purpose: The Community Engagement Coordinator is a customer-focused role that supports the Cultural Hub and works collaboratively across teams to achieve the goals of GLaWAC's members and in support of our Wider Aboriginal and Torres Strait Islander communities. As a friendly, team orientated person you will engage in communications with community to support GLaWAC projects including educational programs. You will represent GLaWAC across Aboriginal Networks, encourage the involvement of community and youth, and support the growth of our membership base whilst also supporting the Elders Council.

The Community Engagement Coordinator will be an integral part of the Cultural Hub team in designing and co-ordinating successful community and cultural events on behalf of the GM, Culture including; Welcome to Country, Cultural Education and other events as required. You will report to the GM Culture and follow the direction the Policies and Programs Manager for projects.

Role Accountabilities

Support to Cultural Hub	<ul style="list-style-type: none"> • Represent GLaWAC at LAN events and other key partnership events as required • Co-ordinate cultural days for employees in collaboration with GM, On Country to deliver desired outcomes • Work collaboratively with administration and the Cultural Education and Engagement Officers and all staff of the Cultural Hub • Assist in the co-ordination of cultural days for employees in collaboration with GM, On Country to deliver desired outcomes • Assist in the maintenance of membership records • Assist with administrative support to support the co-ordination of community and cultural events including; Welcome to Country, Cultural Education and other Cultural Events
Elders Council Secretariat	<ul style="list-style-type: none"> • Assist in the co-ordination of Elders Council meetings
Community Membership & Cultural Events	<ul style="list-style-type: none"> • Support community events and reconnecting to culture and country • Support Policy Officer if required to seek community feedback on GLaWAC Policy development • Co-ordinate in support of the CEO and Board, the AGM, held annually • Develop and co-ordinate membership events that engage the community and promote increased membership and are aligned to the cultural and strategic plans • Develop a list of cultural presenters for events and education • Awareness of Treaty process and Native Title self-determination outcomes • Support Native Title full group meetings and conversations by liaison with GLaWAC's legal team and NTCH Subcommittee • Ensure all events promote GLaWAC's brand and reputation positively
Relationships	<ul style="list-style-type: none"> • Develop and maintain relationships of mutual respect with external stakeholders, agencies, community and staff • Supervise and mentor casual staff
Other	<ul style="list-style-type: none"> • Must always demonstrate the GLaWAC values • May be required to supervise staff • Provide mentoring and coaching to GLaWAC internal staff regarding Event Management • Other duties as required

Specific Role Competencies

Essential	<ul style="list-style-type: none"> • GLaWAC considers that being Gunaikurnai is a genuine occupational requirement for this position, or have Elders permission to apply if not Gunaikurnai. • Knowledge of Gunaikurnai culture, values, aspirations and customs and experience working with the Gunaikurnai people, community and key organisations and stakeholder groups • Experience working with Aboriginal people, including a demonstrated ability to communicate and engage sensitively and effectively with Aboriginal led communities and organisations, knowledge
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	<p>of the social and cultural issues they experience along with a genuine appreciation and respect for their culture</p> <ul style="list-style-type: none"> • Experience in event management and community engagement • Demonstrated experience in program coordination • Well-developed organisational skills and demonstrated ability to set priorities and meet tight work demands • Ability to handle high pressure situations in an efficient and calm manner • Ability to build working relationships and liaise and consult with internal and external stakeholders and engage in community networking • Confident communicator with strong interpersonal skills to network and engage community, key stakeholders and all people at all levels • Well-developed organisational and administrative skills and demonstrated ability to set priorities and meet tight work demands
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Core Leadership Capabilities

Capability	Behaviour
Business Acumen	<ul style="list-style-type: none"> • Understands what GLaWAC does and helps their team/ peers to understand how these apply • Shares knowledge of business with team and peers • Considers the commercial impacts for GLaWAC when making decisions • Looks for opportunities to grow the GLaWAC business
Strategic Leadership	<ul style="list-style-type: none"> • Understands GLaWAC's strategic vision and annual business goals and communicates in a way that makes sense to their team in the roles that they do
Collaboration & Stakeholder Management	<ul style="list-style-type: none"> • Works collaboratively with peers and other teams • Listens to and responds to stakeholder needs • Accepts feedback from stakeholders / partners and adjusts to accommodate
Communication	<ul style="list-style-type: none"> • Demonstrates active listening skills and uses effective questioning • Presents thoughts and ideas clearly and succinctly • Prepares effective reports and/or presentations to communicate with the audience, taking into consideration the needs of the audience • Effectively manages conflicts
Delivery Focus	<ul style="list-style-type: none"> • Provides coaching and guidance to team members/ others to ensure they know what they need to deliver (what and by when) • Always does what they say they will • Meets required deadlines with high quality output • Prioritizes workload to achieve results and has the courage to ask for help if needed • Demonstrates the resilience to keep moving forward when faced with business challenges
Develops Others	<ul style="list-style-type: none"> • Gets to know their team/ peers – really understands them, their roles, knows where they are at and when/if they need to support and when to step in • Ensures the team/ peers has the right skills, capabilities and “tools” to deliver on objectives
Manages Self	<ul style="list-style-type: none"> • Is self-aware; knows personal strengths, weaknesses, opportunities and limits • Is cool under pressure, does not become defensive • Is open to and seeks feedback • Learns from mistakes

Mandatory Licence and Checks

- Mandatory Zero tolerance Drug and Alcohol Testing (Policy Agreement)
- Working with children's check
- Current Victorian Manual Driver's Licence
- Police check

Key Relationships

Internal

- Media and Comms Manager
- Cultural BD Co-ordinator
- All Cultural Hub Staff
- Admin/Reception
- All staff

External

- Elders Council
- Gunaikurnai community
- Aboriginal and Torres strait Islander community of Gippsland
- Vendors and suppliers
- TOLM Board