

Communications, Community Engagement and Data Support Officer

Location: Bourke
12 Month Contract

PRIMARY OBJECTIVE

The Communications, Community Engagement and Data Support Officer (Maranguka Justice Reinvestment) works as part of a multi-disciplinary team to provide communications and community engagement support to the Project. This role works on a variety of diverse projects as they arise to support a better understanding of Maranguka amongst community members, services and other stakeholders. The role will also provide data support to the Project.

RESPONSIBILITIES

Community Engagement

- Manage the planning and implementation of the community engagement strategy
- Work with stakeholders and community to create strong, trusted relationships
- Ensure that the community is part of the decision-making process under the overarching strategy of *Growing Our Kids Up Safe Smart and Strong* (see Organisational Environment below)
- Maintain regular contact with community and Bourke Tribal Council members, Journey to Healing Women's Group, Men of Bourke and the Maranguka Youth Advisory Council.

Communications

- Manage the planning and implementation of the communications strategy
- Develop and maintain post digital content (social media and website)
- Create communications support materials

Data Support

As part of this role, a data support will be offered. This will involve working with the Community Data

Essential Criteria

- Knowledge and appreciation of the cultural and social needs of Aboriginal people combined with continuing respect and support for Aboriginal cultural practices in dealing with clients, their families, communities and staff
- Proficient in Microsoft Office software - Excel, Word and Powerpoint
- Flexible and able to work effectively under pressure- demonstrated ability to manage varied and conflicting demands to agreed standards and timelines
- High level interpersonal, written and communication skills
- Experience with website building and updating
- Experience planning and implementing community engagement strategies
- Work with stakeholders and community to create strong, trusted relationships
- The ability to respond to a changing environment and working in a small team including external consultants and part time staff

For enquiries and copy of application package please contact Ms Nicole Mekler

P 0412 483 170

E nicole@justreinvest.org.au

Please forward a covering letter with responses to selection criteria and CV

Closing date: Monday, 21 January 2019

This is an Aboriginal/ Torres Strait Islander identified position which is a genuine occupational qualification and is authorised under section 14(d) of the Anti-Discrimination Act 1977