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| POSITION DESCRIPTION |  <p>McAuley Community Services for Women a ministry of the Sisters of Mercy</p> |
| Stream: | McAuley's Advocacy and Prevention Stream will use evidence based reasoning to influence policy, educate and raise awareness to obtain necessary resources and services for clients, while striving to eliminate family violence and homelessness. |
| Position: | Community Engagement Officer |
| Reports to: | CEO (interim arrangement until further notice) Workplan developed inline with the Communications, Advocacy and Fundraising Strategy. |
| EFT: | Part time, equivalent to two days per week Flexible hours required to facilitate presentations to key stakeholders |
| Role Purpose: | The Community Engagement Officer is responsible for raising funds and increasing the profile of McAuley through <ol style="list-style-type: none"> 1) School Engagement/Speaking <ul style="list-style-type: none"> • Build and maintain relationships with all identified schools • Deliver school presentations and raise awareness of McAuley's work • Identify and encourage fundraising opportunities within schools 2) Community Engagement <ul style="list-style-type: none"> • Ensure McAuley's Mission and Vision statements are consistently promoted within the local and broader community • Contribute to topical debates; drawing on evidence based research • Identify and develop relationships with various community groups in order to Fundraise and promote McAuley's work 3) Youth Ambassador Program <ul style="list-style-type: none"> • Develop and grow the Youth Ambassador program within schools • Link the Youth Ambassadors Program with the Seeds of Justice Program to encourage sharing of knowledge • Identify Mercy Alumni to support the Youth Ambassadors Program |
| Internal Relationships: | The Community Engagement Officer will report directly to the CEO and work closely with the Advocacy Prevention and Development team. |
| External Relationships: | The Community Engagement Officer will be required to build and maintain relationships with key stakeholders including: <ul style="list-style-type: none"> • Government, Independent and Catholic Schools • Businesses • Community Groups |
| Remuneration: | Salary to be negotiated, commensurate with experience. Salary packaging available. |
| Location Base: | 18 Robertson Street Kensington – regular travel to other sites will be required |

Intended Impact

How the Advocacy and Prevention Team contributes to what McAuley Services for Women is trying to achieve:

- **Integrated Service Stream Provision**

We will build a resilient organisation where staff works collaboratively to support each other through integrated service stream provision to achieve the best outcomes for women and their children. All staff regardless of which team they work in will know and understand what each team does and how it contributes to the fulfilment of McAuley's strategic aims and values.

- **Advocacy**

We will advocate for a better, safer and just society by lobbying and influencing in every interaction, using evidence based reasoning.

- **Strong Partnerships and Networks**

We will build strong partnerships and networks to improve outcomes for women and their children and contribute to community awareness, support and prevention.

- **People and Culture**

We will build a friendly, positive, professional and client-focussed workforce through effective human resource management, transparency in governance and management practices, appropriate training and professional development, and the promotion of an ethical, fair and supportive culture where all staff are valued.

CORE COMPETENCIES

| Core Competency | | Expectation |
|-----------------|-------------------------------|--|
| 1 | Seeing the Big Picture | 1.1 Understands how own role supports organisational vision, values and goals 1.2 Knowledge of full range of McAuley Services & Programs 1.3 Knowledge of homelessness and family violence sector 1.4 Participates in Continuous Improvement for sustainable outcomes |
| 2 | Client Focus | 2.1 Contributes to continuity of care 2.2 Provides high quality integrated services and programs 2.3 Co-operates with others across and outside the organisation 2.4 Ensures compliance through policies and procedures to minimise risk |
| 3 | Engaging People | 3.1 Communicates with clarity, conviction and respect 3.2 Contributes to integrative teamwork and/or Leadership 3.3 Values input and contribution from others 3.4 Builds strong networks and collaborative partnerships |
| 4 | Reflective practice | 4.1 Effectively manages self and priorities to carry out assigned work safely 4.2 Participates in regular supervision and team meetings using a strengths based approach 4.3 Reflects on own strengths and areas for development 4.4 Seeks and provides evidence based feedback |

| ROLE COMPETENCIES | EXPECTATIONS |
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| Program Development/Reporting | <ul style="list-style-type: none"> • Meet regularly with the Advocacy and Prevention team to share information, successes and continuous quality improvement ideas. • Contribute to the planning, implementation and evaluation of the Communications and Advocacy and Fundraising Strategies • Ensure that the programs and services offered by the Advocacy and Prevention Team contribute to the organisation's mission and reflect the priorities of the Board • Participate actively in identifying, cultivating and seeking donor prospects • Collate feedback and submit quarterly reports for program evaluation (data entry) |
| Presentation Skills | <ul style="list-style-type: none"> • Facilitation of presentations to schools, parishes, business', community groups and other stakeholders • Represent McAuley in a professional manner that promotes and strengthens the positive reputation of the organisation and develop leads for future opportunities • Adapt presentation style dependent on the context, situation and needs of the audience. • Demonstrate new and innovative approaches to engage the audience • Ensure duty of care and awareness of Occupational Health and Safety |
| Self Management | <ul style="list-style-type: none"> • Lead by example; recognise the effect own behaviour has on others • Maintain professionalism; manage and contain own emotions • Behave consistently and fairly; respect and value others contribution • Ability to work as part of a team as well as work autonomously when needed • Manage time effectively and efficiently |
| Community relations/advocacy | <ul style="list-style-type: none"> • Working knowledge of schools and how they operate • Facilitate the integration of McAuley into the fabric of the community by using effective marketing and communications activities inline with the Communications, Advocacy and Fundraising strategies. • Act as an advocate, within the public and private sectors, for issues relevant to McAuley, its services and constituencies. • Represent the organisation at community activities to enhance the organisation's community profile. • Respond to clients, volunteers, donors and the community in order to improve services and generate community involvement. • Participate in other fundraising activities as appropriate |

CONDITIONS OF EMPLOYMENT

- This position is offered on a probationary period of 6 months in accordance with the *Fair Work Act 2010*. This period may be subject to extension of the probation period for up to a further 3 months subject to an agreed work performance plan that encompasses and measures, but is not limited to the following;
 - To demonstrate a commitment to McAuley Community Services for Women's Code of Conduct and Values.
 - To demonstrate an ability to meet the expected standards of performance and competencies in relation to the requirement of the position description.
- Monthly supervision will be required and Annual Performance review will take place 12 months post commencement date.
- This position description will be regularly updated in accordance with the developing needs of the organisation.
- Occasional out of hours work may be required.
- Current Victorian Driver's Licence and own transport required.
- National Name Check required.
- Working with Children's Check
- Tertiary qualification preferable.
- All McAuley employees are required to:
 - Comply with all McAuley policies and procedures
 - Comply with all Occupational Health and Safety legislation and regulation
 - Comply with all other Commonwealth and State legislation relevant to the organisation
 - Uphold and enhance the reputation of McAuley Community Services for Women
 - Maintain the highest standards of integrity and behaviour in line with McAuley Code of Conduct and undertake identified training and professional development activities/programs.

Signed:

Dated: