



DETAILS			
Position Title:	Community Engagement Officer	Location:	7 Lydiard St Sth Ballarat
Position Type:	Part time – 6-month contract	Hours per week:	22.8hrs (0.6FTE)
Reports To:	Chief Executive Officer		
BACKGROUND INFORMATION			
<p>United Way Ballarat and The Ballarat Foundation work to unite our community to break cycles of disadvantage. It is our vision that our community thrives.</p> <p>We bring together those able to help with those in our community that need help to ensure that:</p> <ul style="list-style-type: none"> • every child enters school ready to learn and with an opportunity to prosper • every young person has the skills and opportunities to prosper in employment • every child, person or family has the security of home, and continuous access to safe and nutritious food <p>Our community needs to work together to achieve change by seeking to understand local issues, mobilise resources to respond, act in partnership with the community and influence long-term systems change.</p>			
KEY FUNCTION			
<p>The Community Engagement Officer is responsible for community engagement on behalf of the United Way Ballarat & the Ballarat Foundation. The major key is to connect business and community organisations and projects within the Ballarat and surrounding LGAs.</p> <p>The Community Engagement Officer will communicate the impact needs of the Ballarat Foundation to the wider community, develop strong relationships with community organisations and oversee the Ballarat Foundation Grants programs and the Workplace Giving program of the Ballarat Foundation.</p> <p>Ultimately, this role will be responsible for supporting and increasing the number and value of community organisations and individuals that interact with the Ballarat Foundation.</p> <p>This role is initially for a period of 6 months with a view to extending subject to successfully achieving position outcomes and ongoing funding.</p>			
KEY RESPONSIBILITIES			
PRIMARY			
<p>1. COMMUNITY ENGAGEMENT – To identify and develop key community partnerships in which we can provide funding, co-funding or grant writing support, with the view to increase the grant revenue from sources internal and external to our community.</p> <p><i>Typical Duties:</i></p> <ul style="list-style-type: none"> • Research, develop and maintain relationships with community organisations across the region suitable for the Ballarat Foundation to approach and partner with. 			



- In partnership with the CEO, represent the Ballarat Foundation on community networks that are aligned to our strategic pillars.
- Work closely with community organisations to prepare and apply for grants through targeted grant makers that align with the Ballarat Foundation's key strategic priorities of Early Learning, Youth, Food and Housing Security.
- In partnership with our Events Manager, run community engagement activities and campaigns that drive greater participation of our events.
- In partnership with our Communications Manager, ensure the Ballarat Foundation has an effective community engagement communications strategy and is able to systematically build a supporter platform.

2. **BALLARAT FOUNDATION GRANTS PROGRAMS** - To effectively manage and promote all grants programs that sit within the Ballarat Foundation.

Typical Duties:

- Promote our community grants programs to organisations in the Ballarat and surrounding area.
- Coordinate grant application process in accordance with the Ballarat Foundation rules and Allocations Committee requirements.
- Prepare and deliver application guideline workshops to prospective applicant organisations.
- Work with named sub-fund holders to deliver grants programs in line with any specific allocation requirements for their specific sub fund.
- Ensure all administration tasks, reports and acquittals are completed in a timely manner.

3. **WORKPLACE GIVING** – to engage workplace employees to contribute to the Ballarat Foundation workplace giving program.

Typical Duties:

- To build community engagement and subsequent growth of our community fund through regular workplace visits of our corporate partners.
- In partnership with our Communications Manager, ensure effective and accurate workplace marketing collateral is available and widely distributed.

SECONDARY

4. **REPORTING & COMPLIANCE** – Working alongside the Office Coordinator, and relevant grant holders, monitor compliance of all grants received and distributed.

Typical Duties:

- Ensure satisfactory compliance with funding body and legislative requirements.
- Confirm that appropriate grant procedures, guidelines and controls are in place.
- Provide analysis, advice and reports to internal stakeholders on grant activities.
- Monitor the accuracy of expenses and income and verify that budget processes are followed.



5. WELLBEING, RISK AND COMPLIANCE

- Take responsibility for the safety and wellbeing of self, colleagues, volunteers, clients, visitors and contractors.
- Comply with all applicable legislation, policies, procedures and guidelines relating to governance, human resources, occupational health and safety, privacy and ethical standards.
- Address breaches and complaints in a timely and responsible manner in line with organisational policy and values.

KEY RELATIONSHIPS

INTERNAL	CEO, staff, Board and Committee Members
EXTERNAL	Business and community organisations and associated networks, others as identified

KEY SELECTION CRITERIA - QUALIFICATIONS AND SKILLS

COMPONENT	ESSENTIAL	ADVANTAGEOUS
Qualification Level	<ul style="list-style-type: none"> • Tertiary studies or experience in business, community development, Social/Behavioral Science 	
Prior Experience	<ul style="list-style-type: none"> • Demonstrated experience in a similar role • Working knowledge of partnerships and the not for profit landscape • Broad knowledge of local business and community groups • Demonstrated experience engaging with a wide range of people from different backgrounds including working with external stakeholders. 	An appreciation for working in a not-for-profit environment and the associated corporate governance structures.
Skills & Abilities	<ul style="list-style-type: none"> • Exceptional planning and relationship building skills • Excellent communication skills, including the ability to present ideas effectively to individuals and groups. • Demonstrated ability to lead and influence others to achieve positive outcomes • Negotiation and networking skills • Exceptional ability to engage and communicate with groups of people/specific target groups • Highly developed verbal and written communications skills 	Use of Salesforce and Confluence software programs



	<ul style="list-style-type: none"> • Advanced computer skills including word processing, spreadsheets and CRM applications • Exceptional organisational and time management skills with the ability to prioritise and manage multiple tasks to agreed timelines • Current Victorian Driver's License 	
Attributes	<ul style="list-style-type: none"> • Commitment to the Ballarat Foundation stated mission and values. • High level of professionalism, confidentiality and discretion • Positive attitude and developed networks • Self-motivated and demonstrated initiative • Creative thinking to develop innovative solutions to problems • Passion for local community and community issues • Willing to work positively as part of a dynamic team 	

PERFORMANCE FACTORS

An ongoing performance management process will see the collaborative development of relevant KPIs and goals for this position. The Community Engagement Officer is likely to be assessed in the following areas:

- Relationship and network building with local business and community organisations
- Efficient, accurate and reliable management of Workplace Giving activities and outcomes
- Accurate and timely reporting on area outcomes to the CEO, Board and subcommittees
- Successful compliance with funding agreements including acquittals and reporting as required
- Alignment to United Way Ballarat & The Ballarat Foundation Strategic Plan
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WORK ENVIRONMENT

- This position is based in the Ballarat office of United Way
- Flexible working arrangements can be made dependent on organizational requirements
- This small organisation has a fluid working environment that requires malleability and autonomy

COMMUNITY ENGAGEMENT OFFICER



United Way Ballarat

This position description is not exhaustive. The incumbent may be expected to undertake other relevant activities and responsibilities following discussion and agreement.			
CEO Approval		Date	
Employee Acknowledgement		Date	