



## Community Engagement Officer

### Job Description

---

**Reports to:** CEO

**Status:** Part-time

**Direct reports:** Nil

**Location:** Broadford

#### Primary Function

---

As directed by the CEO, undertake a range of tasks involving engaging with the Taungurung people in order to foster an increased sense of community, connection and involvement. At times there will also be a need to engage with the wider community to increase awareness of Taungurung cultural values and TLaWC activities.

#### Key Duties

---

- Develop culturally respectful relationships with Taungurung individuals and families with the aim of increasing their awareness of TLaWC projects and opportunities for involvement
- Consolidate lists of Taungurung people and their family connections by drawing on resources such as those at FNLRS, Right People for Country and other record-keeping agencies
- Contribute actively to organizing and facilitating family meetings and cultural camps
- Provide welcomes to country
- Facilitate on-country trips and teachings to familiarize Taungurung people with their traditional lands
- Support and promote language revitalization activities
- Develop a database of skills, training and interests among TLaWC members and in the wider Taungurung community
- Promote opportunities and create events for Taungurung youth
- Undertake any other tasks as requested



## **Selection Criteria**

---

### Knowledge and experience

- An understanding of the culture and history of the Taungurung Nation
- An awareness of the essential principles of community development
- Experience in working successfully with Aboriginal people
- Experience in relationship building, collaborating, and influencing key stakeholder groups
- An ability to record information accurately and to prepare written communications to a satisfactory level
- A proven ability to engage with young people

### Personal attributes

- A proven capacity to work in a team environment without negativity or rancour
- Good interpersonal skills
- High energy, drive and outcome-focus
- Personal qualities of integrity, flexibility, resilience and good judgment

## **Key Performance Indicators**

---

To be developed upon commencement

(Written February 2019 by Chris Marshall)