

January 2019

Connecting Country position description Engagement Coordinator

Connecting Country is a community-operated organisation working across the Mount Alexander region to connect people and landscapes in ways that support a healthy, resilient and productive natural environment.

Position overview

The Engagement Coordinator is responsible for overseeing Connecting Country's community engagement activities, in accordance with the 'Engaging Community' component of Connecting Country's Strategic Plan, and leading their strategic evolution over time. Engagement encompasses community workshops and events, media communications, engagement with project partners and funders, and interactions with community groups, volunteers and individuals.

Engagement is central to Connecting Country's ongoing efforts towards habitat enhancement and healthy environments in the Mount Alexander Region.

This is a part-time role (two days per week) based in the Connecting Country office in Castlemaine, Victoria.

Required skills

This position requires the ability to:

- Engage and communicate effectively with people from a range of backgrounds.
- Be approachable, open and friendly with members of the community.
- Understand community groups and how they operate.
- Work positively and sensitively to inspire and motivate others about the local environment.
- Identify local plants and animals.
- Write clearly and concisely and communicate scientific concepts in simple language.
- Work both independently and as part of a small team, being flexible as the situation demands.
- Develop, implement, monitor and evaluate communications and engagement strategies.
- Manage a website and deliver online communications via social media and email.
- Design basic print and online communications materials.
- Plan and manage project activities, budgets and schedules.
- Manage time and workload, managing multiple projects and tasks simultaneously to meet deadlines.
- Be responsible, reliable, adaptable and solution-focussed.
- Delegate tasks effectively where appropriate.
- Exercise good judgment, make ethical decisions and set priorities.
- Use Microsoft Office, online publishing, social media and other relevant software.
- Drive a manual four-wheel drive vehicle (with training if required).

This role requires an appropriate qualification related to environmental science, natural resource management or similar, and/or at least three years of relevant practical experience.

Tasks

Tasks include:

- Lead development and implementation of Connecting Country's engagement, education and communications strategies.
- Develop Connecting Country's annual education and engagement program, ensuring it is achievable within available resources.
- Work with others to create relevant, inspiring and engaging events and communications that educate and strengthen relationships with community members and supporters.

- Plan, organise and facilitate community engagement and education events such as workshops, forums, walks and meetings (including managing venues, invitations, presenters, catering, and health and safety).
- Coordinate engagement aspects of Connecting Country's projects to meet their objectives and outputs on time and budget.
- Research and write engaging communications on local environmental issues and events for relevant target audiences across a range of media (print, blog, e-news, website, flyers and social media).
- Manage the Connecting Country website and provide regular supporter communications through our blog, e-news and Facebook page.
- Support and build Connecting Country's member and volunteer bases, and manage membership and volunteer databases.
- Engage and support volunteers, landholders, community groups and individual community members to learn about, value and protect local landscapes, habitat, plants and animals.
- Liaise closely with project partners, supporters and funding organisations.
- Seek new opportunities for funding and partnerships to support the monitoring programs.
- Help develop and manage project scopes, budgets and schedules.
- Prepare clear, timely and informative reports on project activities, including reporting and liaison with project funders.
- Implement project health and safety requirements.
- Act in accordance with legal responsibilities, as well as Connecting Country's policies and procedures.
- Communicate with team members, land managers, community groups, contractors and suppliers as required.
- Other tasks as required, and as determined in consultation with the Connecting Country Director.

Organisational relationships

The Engagement Coordinator reports to the Connecting Country Director. They may have direct responsibility for supervision of casual staff, student interns, volunteers and contractors.

The Engagement Coordinator liaises internally with Connecting Country's staff, Committee of Management, and relevant steering and advisory groups. They liaise externally with volunteers, project partners, academic institutions, government agencies, traditional owners, philanthropic organisations, private landholders, land managers, BirdLife Australia, BirdLife Castlemaine District, Landcare groups and other community groups, and suppliers.

Other information

- Connecting Country is an Equal Employment Opportunity Employer.
- Connecting Country is committed to the safety and welfare of children, and operates in accordance with the Victorian Child Safe Standards.
- Attendance at after-hours meetings and other activities and weekend work will be required on occasion. Connecting Country does not pay overtime, but time-in-lieu is available for work done outside regular hours.