

Position Description

Position Title	Community Engagement Coordinator – Busselton WA
Location	Various Locations
Team	Social Connection
Competency Level	Individual Contributor L2

Main purpose of position	<p>Working closely with the Regional Director, this position is responsible for:</p> <p>Developing and maintaining effective relationships with first responder families, first responder agencies, community organisations, local government and corporates within the region.</p> <p>Through these relationships we aim to:</p> <ul style="list-style-type: none"> • Encourage first responder families to engage in behaviours that help build mental health literacy, resilience, wellbeing, and a willingness to seek and offer help as needed • Advocate for a whole of community approach to improving the mental health and wellbeing of first responder families • Facilitate the sharing of resources between organisations and individuals whose goals are aligned to Fortem’s mission • Encouraging corporations within the region to partner with Fortem to support the funding and expansion of service delivery. <p>Provide an evidence based, wellbeing activity program to first responder families in the region</p>
Position reports to	Regional Director

Key Competencies

Agency & Community Engagement:

- Contribute to the delivery of services to participants and their families.
- Research, build and maintain strategic relationships at a local level across the first responder sector.
- Participate in Fortem Australia run events and relevant external industry events to enhance Fortem's reputation in the first responder sector.
- Present on behalf of Fortem Australia at relevant and approved events such as conferences, seminars, forums, disaster affected areas, and network meetings relevant to the first responder sector in your region.
- Travel and work outside normal business hours as required.
- Check-in, Coordination and Engagement with local volunteers and ambassadors.

Local Government:

- Regularly engage with local governments and councils.
- Attend and participate in various local government events, fairs and community days.
- Actively seek and utilise local government contacts, facilities and resources in the delivery of services.

Program Delivery:

- Deliver a wellbeing activity program that is aligned with Trauma informed care principles in your region.
- Assist in the delivery of virtual activities as required and in accordance with grant guidelines.
- Facilitate access to the program for current and potential participants by ensuring there is consistent, accurate, clear and timely communication about the program available via multiple means e.g. website, newsletters, emails.
- Participate in ongoing program evaluation, data collection and reporting fortnightly.
- Ensure all programs and services are costed and approved prior to delivery.
- Adhere to all budgets and liaise with the line manager regarding any budget deviations.
- Take reasonable care to ensure personal safety and health at work, avoiding adverse effects on others. Report any unsafe conditions or incidents, and comply with all work health and safety policies and procedures

- Align with Fortem Australia's vision, mission, and values while maintaining professional and ethical conduct.
- Ensure adherence to governance, policies, and procedures in all service, correspondence, and administrative processes. Respect diversity in the workforce, maintain confidentiality of participant details, and participate in fundraising events.
- Assist in any other duties as directed by the line manager or delegate. This includes but is not limited to the areas of administration, research and projects.

Knowledge, Skills and experience

- Excellent attention to detail and administration skills.
- Intermediate or above level of competency with Microsoft Office.
- Ability to work independently and as part of a team.
- Excellent interpersonal skills and the ability to communicate with individuals and groups from a variety of backgrounds.
- Experience or knowledge of the national security and first responder sectors
- 2 to 4 years' experience in the delivery of community engagement and/or wellness services, and/or the areas of relevant research or preventative wellness programs.

Compliance

- Current working with children checks and/or working with vulnerable people check, as required by the relevant Australian state or territory.
- Current First Aid & CPR certificate.