

## We're hiring! Community engagement and project coordinator

The Forrest Public Reserves Committee is very pleased to offer this new contract position to support bushfire resilience and climate adaptation in the Forrest and District Region.

To apply please submit your application including a cover letter addressing the key selection criteria, and a CV to [forrestgatewayproject@gmail.com](mailto:forrestgatewayproject@gmail.com) by 9am 5<sup>th</sup> September 2022.

### Position Description - August 2022

**Position:** Community engagement and project coordinator

**Organisation:** Forrest Public Reserves Committee (FPRC), working with the Forrest and District local community

**Contract:** 15 month, part-time contractor position until approx. December 2023

**Reports to:** Project Manager, FPRC

**Hours:** 2 days a week (15.2hrs)

**Salary:** \$35-\$45 per hour, dependent on experience

**Location:** Work from home, with frequent availability for in-person meetings held within Forrest and District

**Other:** Staff will provide their own laptop and phone, and will be reimbursed for work usage. Occasional travel within Victoria may be required.

#### About the position

The position of Community Engagement and Project Coordinator is part of a long running community initiative to develop a bushfire and climate resilient community in the Forrest and District area in Victoria's Otway Ranges.

Working with local residents, community groups, visitors and businesses, and government agencies, and supported by an active management committee and Project Manager, you will help co-design a series of bushfire risk reduction, response and resilience activities within the Forrest and District communities, including engagement with Barwon Downs, Barramunga and Gerangamete.

This includes supporting the establishment of a cross-sector local committee to coordinate local efforts, supporting community decision making and delivery of any upgrades to community facilities for bushfire resilience, and coordinating community engagement and education activities.

#### Key deliverables:

- Support the co-design of a series of bushfire risk reduction, response and resilience activities
- Lead the establishment of a cross-sector local committee (volunteer) to coordinate local bushfire resilience, response and recovery efforts. The concept was developed following discussions with the local CFA, and the committee's work will be informed by the CFA and others
- Coordinate facilitated community workshops to inform a priority work plan for the new committee
- Lead the delivery of community engagement and education activities. This will include delivering community events, producing communication materials, and engaging relevant experts on specific issues that arise
- Coordinate local discussions regarding initial stages of a Community Bushfire Plan
- Support community engagement, consultation and delivery of investments to improve the bushfire resilience of local assets (including consideration of the Forrest Hall and Community Hub)
- Ensure regular and clear communication about the project with local residents and community members using a variety of communication mediums and approaches
- Support development of local resilience leaders. This could include coordination of training opportunities for local community members, ensuring the community has a presence at or opportunity to learn from relevant conferences and events, supporting participation of the Forrest and District community in new state and national networks of bushfire threatened communities
- Support the Project Manager to maintain ongoing relationships with key local, state and national agencies and leverage their support and engagement with the project for greater impact
- Manage all administration, logistics and communication on behalf of the project
- Support management of the project budget, and regular reporting to the FPRC committee
- Any other tasks as required for the success of the project.

### **Key Selection Criteria:**

#### Essential

- At least three years of relevant experience in a community engagement role, paid or unpaid
- Excellent people skills, and proven ability to work with people from a variety of backgrounds, experiences, and levels of engagement
- Excellent communication skills, including experience writing reports, grant applications, articles, and using social media
- Experience working with and coordinating amongst a range of stakeholders, from volunteer-led community groups through to funders or state government agencies
- Experience with volunteer management and coordination
- Strong attention to detail, including ability to manage administration, budgets and logistics

- Knowledge of and familiarity with the Forrest and District communities

Desirable

- Experience working in resilience-based community engagement (paid or unpaid)
- Knowledge of bushfire risk and management issues.

**About the project:**

This project is part of a long running community initiative to develop bushfire and climate resilient communities in the Forrest and District region, in Victoria's Otway Ranges.

Earlier steps have included the Forrest Futures consultation process led by DELWP from 2015-2017, and the consequent development and feasibility studies of the Forrest Gateway to the Otways initiative and associated community education and engagement activities.

This project builds on the knowledge and experience developed through those processes, and expands our capacity to deliver education, community planning and risk reduction activities, and to secure investment and upgrades for bushfire and climate resilience of community assets.

**To apply:**

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For a further discussion about the role, please contact Beth Sprunt or Kylie Pollock (from the FPRC committee) on [beth.sprunt@unimelb.edu.au](mailto:beth.sprunt@unimelb.edu.au) or [kpconsultations@bigpond.com](mailto:kpconsultations@bigpond.com).