

## POSITION DESCRIPTION

### Community Development and Events Coordinator

#### 1. POSITION IDENTIFICATION

**Title:** Community Development and Events Coordinator

**Classification:** Up to \$80,000.00 per annum, pro rata up to 4 days per week.

**Section:** Community and Development

**Status:** Permanent, Part Time

#### 2. POSITION OBJECTIVES

- Plan, coordinate and deliver community development initiatives and public events that enhance community wellbeing, social inclusion and civic engagement. This role works collaboratively with community members, stakeholders and other Shire departments to build strong, vibrant and connected communities.

#### 3. POSITION REQUIREMENTS – SELECTION CRITERIA

| Qualifications/Special Requirements  | Essential                           | Desirable                           |
|--|-------------------------------------|-------------------------------------|
| Tertiary qualification in Community Development, Event Management or related field | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Current “C” Class Drivers Licence  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Working with Children’s Check  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| National Police Clearance  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Ability to work flexible hours, including evenings and weekends for event delivery | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

| Skills and Experience  | Essential                           | Desirable                |
|--|-------------------------------------|--------------------------|
| Strong time management and organizational skills, with the ability to manage multiple priorities.                | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| High-level interpersonal and communication skills, both written and verbal                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Demonstrated experience in planning and delivering successful events in a local government or community setting. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Ability to engage diverse community groups and build collaborative partnerships.                                 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

|  |                                     |                                     |
|--|-------------------------------------|-------------------------------------|
| Experience working with community groups, businesses and other stakeholders                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Budget management and financial reporting capabilities                                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Competence in using digital tools for communication, event promotion and project management. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Developed problem solving and decision making skills   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Highly developed leadership skills   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Developed computer skills  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Ability to work independently and as part of a collaborative team                            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

#### 4. KEY DUTIES & RESPONSIBILITIES

##### COMMUNITY DEVELOPMENT

- Identify and assess local community needs and prioritise through consultation and engagement.
- Design, implement and evaluate community development programs and initiatives aligned with Council strategies and objectives.
- Support community groups and local organisations through capacity building initiatives, funding advice and partnership development.
- Develop strategies to support inclusive community participation, with a focus on underrepresented or vulnerable groups.
- Collaborate with internal departments and external stakeholders to deliver community outcomes. operations are run in accordance with the Shire's budget, with any budget variances reported to the CEO as soon as identified.
- Undertake the role of project coordinator for various initiatives under instruction from the CEO.
- All other duties from time to time as requested by the CEO.

##### EVENT COORDINATION

- Plan, coordinate, and deliver a calendar of community events.
- Assist with event logistics including budgets, approvals, risk management, contractor liaison, permits and safety compliance.
- Work closely with the marketing and communications team to promote events and initiatives.
- Assist with the oversight of event volunteers and contractors where appropriate.
- Monitor and evaluate event performance and community impact.
- Work with internal and external stakeholders to advance Community Development and Events.

## GENERAL ADMINISTRATION

- Prepare reports, briefings and presentations for the Executive Team, Council or stakeholders.
- Assist with the management of relevant project and event budgets.
- Assist with applying for grants and sponsorship opportunities to support programs and events.
- Maintain accurate records and databases relevant to community engagement and events.
- Undertake all duties in accordance with Shire policies, Code of Conduct, and any legislated requirements.
- Apply for small grants relative to the position.
- Other duties as requested by the Executive Team.

## 5. GENERAL ACCOUNTABILITIES OF THE POSITION

### Workplace Health & Safety (WHS)

- You must take reasonable care of your health and safety.
- You must take reasonable care that your acts or failure to act does not negatively affect the health and safety of others.
- You must comply, so far as you can, with any reasonable instruction by the CEO to allow them to comply with the WHS Act.
- You must cooperate with any reasonable policy or procedure of the Shire relating to health and safety at the workplace that you have been advised of.
- You must comply with personal protective equipment (PPE) requirements, including the proper wear, fit, use and care of all PPE as required and advised by the CEO through your manager or supervisor.
- You must identify and report all hazards within the workplace and comply with any requests for further information and reasonable requests to assist in controlling hazards where safe to do so.
- You must report all incidents, including near misses, and comply with requests for further information.
- You must not disturb an incident scene unless instructed by an authorised person.
- You must assist with any incident investigation where a reasonable request is made and help control hazards where safe.
- You must be aware of and follow the Shire's Code of Conduct and not cause or intend to cause mental or physical harm to any person, being mindful that social interactions can impact a person's mental and physical well-being (psychosocial).

## 6. ORGANISATIONAL RELATIONSHIPS

**Responsible to:** Executive Manager Community and Development

**Internal liaison:** Chief Executive Officer  
Executive Team  
All Staff



**External liaison:** Residents / Ratepayers  
Community Groups  
Schools  
Local Businesses  
Sponsors  
Service providers  
Mining Companies

**EXTENT OF AUTHORITY**

Operates under the supervision of the Executive Manager Community and Development within limits of statutory requirements, Council policies and delegated authority.

**7. AGREEMENT**

The details contained in this document are an accurate statement of duties, responsibilities, and other requirements of the position.

**As the Employee, I have reviewed and accept the statement of duties in this Position Description.**

| Employee Name | Signature | Date |
|---------------|-----------|------|
|               |           |      |

**As the Manager, I have reviewed and confirm this is a current, correct and relevant document.**

| Manager Name | Signature | Date |
|--------------|-----------|------|
|              |           |      |

**UPDATED : October 2025**  
**APPROVED BY : Chief Executive Officer**