

Position Description

Position title:	Community Engagement Senior Officer
Reports to:	Manager, Planning and Environment
Location:	Portarlington, Victoria
Salary:	\$80-85k plus superannuation
Status and Term:	12-month Contract, .5 EFT, 19 hours per week A paid pro-rata fortnight day off is also included

Organisational Overview

Bellarine Bayside Foreshore Committee of Management (Bellarine Bayside) is a Committee of Management appointed by the Victorian Government under the *Crown land (Reserves) Act 1978* to manage, improve, maintain and control the foreshore reserves on the northern Bellarine Peninsula, between Portarlington and St Leonards.

Along the foreshore, Bellarine Bayside is responsible for beaches, public open space and parks, flora and fauna, foreshore buildings and infrastructure, coastal trails, boat ramps, public amenities, community facilities, licences and leases and operating caravan parks and seasonal camping grounds. Bellarine Bayside employs a Chief Executive Officer and approximately 40 staff in the peak holiday season to deliver its programs.

Bellarine Bayside manages three seasonal campgrounds at Indented Head and two at St Leonards and one year-round caravan park being the Portarlington Holiday Park (PHP). Camping and caravanning has been permitted on these coastal reserves for the past 60 years. The revenue received from Bellarine Bayside's campgrounds and the PHP are entirely invested back into the management and enhancement of the campgrounds, Holiday Park and the northern Bellarine foreshore reserves and community assets.

Position Objective

Reporting to the Manager, Planning and Environment and working closely with the Communications and Engagement Coordinator, the Community Engagement Senior Officer will support the delivery of Bellarine Bayside's Integrated Community Engagement Plan. The Plan is a strategic approach designed to integrate community engagement requirements across four key strategic projects. The role will support the implementation of the Integrated Community Engagement Plan including supporting best-practice community engagement activities, monitoring, evaluation, and reporting. In addition, the role will support the Communications and Engagement Coordinator in key organizational initiatives as required.

Key Responsibilities and Duties

The **Community Engagement Senior Officer** is responsible for:

- Leading and facilitating the implementation, evaluation and reporting of the integrated community engagement plan.
- Supporting and where required, leading, the efficient and effective facilitation of community engagement activities for Bellarine Bayside.
- Working with and supporting the Communications and Engagement Coordinator in key engagement priorities for Bellarine Bayside.
- Establishing and maintaining positive relationships with staff, the community and stakeholders.
- Providing accurate guidance to internal stakeholders to maximise positive outcomes through community engagement activities.
- Working collaboratively and cooperatively as part of a strong team and demonstrating a strong work ethic.
- Collating and analysing data for reporting and decision making by others.
- Experience with Community Engagement software (Social Pinpoint)

Organisational Relationships

Reports to:	Manager, Planning and Environment
Supervises:	NA
Internal Contacts:	Communications and Engagement Coordinator and other key staff
External Contacts:	Wadawurrung Traditional Owners Aboriginal Corporation Local and state government agencies Community organisations and associations Contractors Volunteers

Key Selection Criteria

- Tertiary qualification and/or relevant experience in Community Engagement or related discipline.
- Proven ability to work effectively as part of a small team contributing to a positive team culture
- Ability to develop positive relationships with diverse stakeholder and community groups
- Excellent report writing skills and the ability to communicate effectively
- Demonstrated experience in organising and implementing community engagement activities
- Demonstrated ability to collate and analyse data for reporting and decision making by others
- Demonstrated ability to take initiative and work independently

Desired experience / Qualifications

- Current Drivers licence.



APPLICATION PROCESS

Applications will be received up to midnight on **Wednesday 13th November, 2024**

Applicants should email applications to recruitment@bellarinebayside.com.au by the closing date.

All applicants are requested to include the following in their application:

- A **covering letter** which states the title of the position you are applying for and why you are interested in the position.
- A **current resume** which includes:
Personal details, educational achievements experience and at least 2 references
- Response to the **key selection criteria** as stated in the position description. (Applications that do not address the Key Selection Criteria may not be considered).

Should you have any questions or wish to discuss the role please, contact **Allison Elsey, Acting Manager, Planning and Environment** on **03 5254 4012** or by email Allison.elsey@bellarinebayside.com.au