



Family, safety, respect, excellence, integrity and unity

POSITION DESCRIPTION – COMMUNITY ENGAGEMENT MANAGER

PURPOSE

The portfolio aims to:

- Bridge the gap between our club and the local community.
- Build and maintain relationships with individuals, organisations, and businesses.
- Promote community involvement and active participation.

APPOINTMENT

- a) Expressions of interest shall be called from members of the Club;
- b) Appointment of Operational Managers will be by the Board, in consultation with the General Managers.
- c) The position has a tenure period of one year after which the incumbent is able to re-apply for the role;
- d) An estimated 2-6 hours per week to fulfil the role.
- e) The position is a volunteer role.

KNOWLEDGE AND SKILLS REQUIRED

- a) Good understanding of all club activities
- b) Financial Member of Mullaloo SLSC
- c) Current holder of Police Clearance certificate
- d) Experience in community engagement or volunteer management
- e) Desirable to have knowledge of local community resources

REPORTS TO: General Manager Community Services

DIRECT REPORTS: It is suggested that a working group be formed to assist with the role

BUDGET: Amount depends on the requirements allocated by the Board for operating expenses.

ROLE AND AUTHORITY

- a) The position lies within the Community Services portfolio:
 - Liaising with all management and executive teams as well as office staff.
 - Ensuring efficient and effective communication with the Community Services Team and other key stakeholders
- b) The position has the authority to recruit and appoint volunteers
- c) The position has the authority to initiate in principle contractual agreements in collaboration with the GM Community Services, to be signed by the President



RESPONSIBILITIES

- Create a plan and action it to actively involve and connect with the local community.
- Act as a liaison between the club and the community to foster collaboration and partnerships.
- Organise community events and promote our programs.
- Recruit and manage volunteers, including training and scheduling.
- Support and engage volunteers, ensuring a positive experience.
- Maintain records and generate reports on community engagement.
- Collaborate with Club portfolios to align community engagement efforts.

Regular attendance at bi-monthly Managers' meetings

Timely monthly reporting

Document Control

This document has the following amendment history:

Revision Date	Version No	Nature of Amendment
4/7/23	1.0	New position