



POSITION DESCRIPTION

Community Engagement Officer

The Community Engagement Officer will promote and foster the Cairns and Far North Environment Centre's vision within the community through liaison, networking and education. This will include building and developing relationships with government, industry, community groups, the media and general public, as well as building the local knowledge base and disseminating information. The Community Engagement Officer will seek opportunities to foster awareness of, and make change around, environmental issues with these groups, and to also develop fundraising opportunities.

Background on the Cairns and Far North Environment Centre

The Cairns and Far North Environment Centre (CAFNEC) is the peak regional non-government conservation organisation for Far North Queensland and is a not-for-profit incorporated association. The position is based at the Environment Centre, Cominos House, Greenslopes Street, North Cairns, Queensland.

Reporting and Accountability

The Community Engagement Officer is supervised by the Director; who, in turn, takes strategic direction from the CAFNEC Management Committee. The Management Committee is responsible for overseeing management of the organisation including financial management, incorporation requirements, administering various funding agreements, industrial relations and, through the Director, manages, directs and supports staff.

The Management Committee consists of up to nine members, including a President, Treasurer and Secretary and is elected annually. Individuals of the Management Committee may act as a spokespersons on various issues, attend meetings and/or sit on committees representing CAFNEC.

Responsibilities

The primary role of the Community Engagement Officer is to:

- Encourage community participation in events and campaigns;
- Organise events including the annual FNQ Environment Roundtable;
- Raise the public profile of both the organisation and local environment issues;
- Encourage broader membership of the organisation;
- Initiate and manage fundraising activities;
- Provide campaign support to the Director as required;
- Identify and pursue funding opportunities for environment related projects and community engagement

Other tasks may also include campaign planning and reporting, preparing submissions, contributing to our quarterly magazine, Ecotone, and providing media commentary.

Selection criteria

Essential

1. Demonstrated ability to communicate effectively with the community and a broad range of stakeholders on environment issues and to promote community interest and participation.



2. Experience in volunteer coordination.
3. Demonstrated ability to successfully manage multiple projects, including good time management and ability to work with minimal supervision.
4. Proven ability to organise successful events and/or community education initiatives.
5. Qualification in environmental science, environmental education, sustainability or other related discipline, or significant work or voluntary experience in at least one of these areas.
6. Demonstrated understanding of local, national and global environment issues.
7. Commitment to the vision, mission and values of CAFNEC.

Desirable

8. Proven ability to secure funds through grant writing.
9. Experience in the use of social media for environmental organising and advocacy.

CONDITIONS OF EMPLOYMENT

Title:	Community Engagement Officer
Term:	15 hours per week (normally two days) with the opportunity to extend to an additional day depending on fundraising attainment A probationary period of 3 months applies
Salary:	Range \$21 - \$26 per hour + Superannuation Guarantee, annual leave & loading (depending on experience)
Start date:	4 May 2015 or as soon as possible thereafter

The nature of the environment centre often requires staff to be flexible in their work hours in order to meet deadlines, attend meetings or to assist with committees. A time-in-lieu arrangement exists to compensate for this.

How to apply

To apply, please email your application including:

1. A single-page cover letter outlining your reasons for applying for the position;
2. Addressing the key selection criteria in no more than four pages;
3. A maximum two-page CV/resume including names and contact details of at least two referees who have knowledge of your work.

Please email your application to admin@caf nec.org.au.

Applications close **at 5pm on Wednesday 29 April 2015**.

For further information please contact our office on (07) 4032 1746