



Community Engagement Manager

Position description

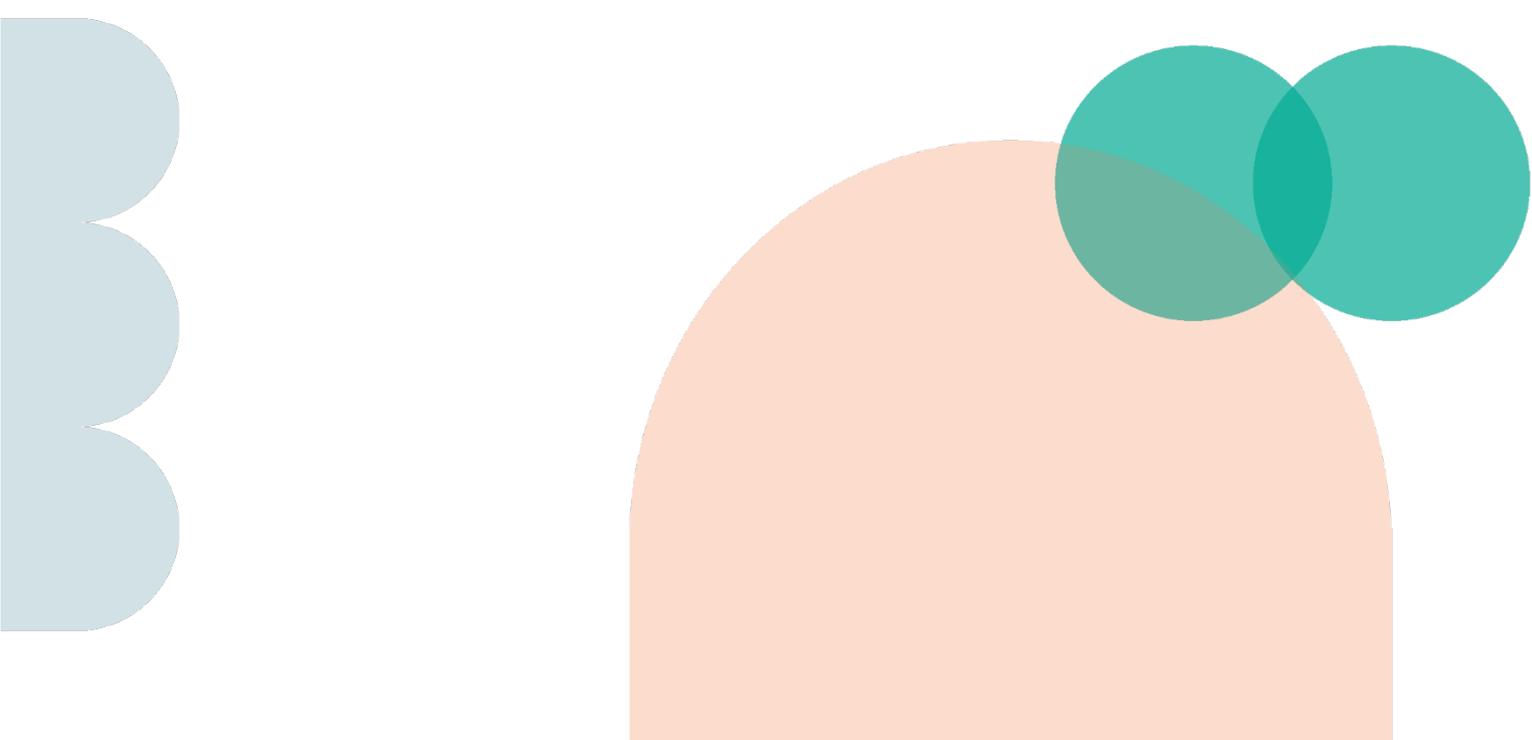
3 March 2021

Position details

Position title:	Community Engagement Manager
Based at:	44 Sanger Street, Corowa, NSW
Employment type:	Permanent full-time 1.0FTE (5 days a week)
Salary	\$95,000 plus 9.5% employer contribution to superannuation
Reporting to:	Senior Consultant
Applications due:	Friday 19 March 2021 at 6:00pm
Position contact:	Karina Bonnitcha 0407 502 449

Position purpose

- Lead our community and stakeholder engagement practice across a breadth of dynamic, diverse and complex strategic projects.
- Manage the design, planning, delivery, analysis and reporting of community engagement.
- Support the team to seek, secure, and deliver client projects.





About the role

Projectura works on a broad range of projects that can vary from community engagement, strategy development, community planning and visioning, policy development, social planning, economic development and resilience, and business improvement.

In this role you will:

Community engagement

- Lead our community and stakeholder engagement practice across a breadth of dynamic, diverse and complex strategic projects.
- Design and develop best practice engagement strategies and plans to meet project objectives.
- Project manage the planning and preparation of engagement activities, including:
 - Event management of engagement campaigns.
 - Develop suitable communications material to promote strong participation in engagement activities.
 - Develop suitable information for participants to enable informed and meaningful participation.
 - Build and manage a stable of casual engagement facilitators, including providing suitable training and briefing.
 - Train and coach the team, and clients where required, to effectively engage with diverse communities.
- Implement engagement strategies and engage with a broad range of stakeholders and communities to gather broad and diverse views.
- Analyse and evaluate engagement findings to form clear insights.
- Develop Engagement Reports and recommendations that respond to project objectives.
- Lead deliberative engagement processes.
- Work with senior team members and clients to respond to emerging urgent matters.
- Apply critical thinking to the entire community engagement process.
- Maintain knowledge and data on current community engagement practices, trends and statistics.
- Provide advice to the Projectura team, clients and stakeholders on relevant issues.

Communications

- Prepare marketing collateral, media releases, reports, information, minutes, and appropriate recommendations for consideration.

Consulting

- Provide project support to consultants as required.

General

- Deliver on a high volume of complex projects with varying communication priorities and sensitivities.
- Build and maintain strong relationships with clients and community representatives.
- Consistently deliver projects on time, on budget, to the agreed standard.

About Projectura

Projectura is a specialist consulting studio that truly believes every person deserves to feel healthy, well, valued and to have strong community connections. We are trusted advisors to government and community-focused organisations, and focus on improving public places, reducing social inequalities, giving everyone a voice, and planning for communities. We provide expertise in community engagement, community planning, social planning, corporate strategy, business improvement, and project management.

We are based in Corowa, NSW and work across Victoria and NSW.

Our benefits

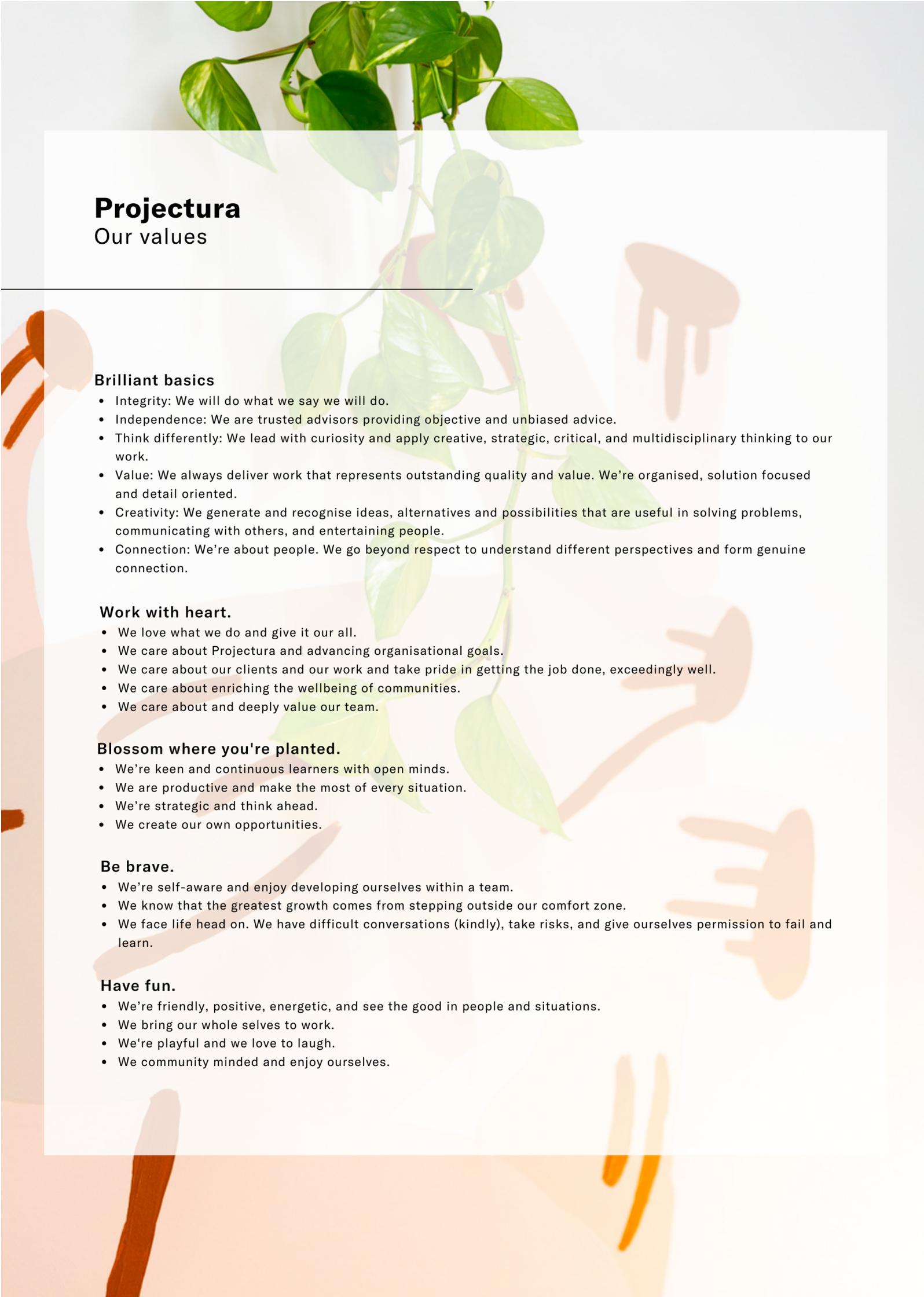
Our workplace is inclusive and committed to supporting your work and life balance. There are plenty of opportunities to learn, develop, and grow your career within our organisation.

We work hard but we share our success and support each other to achieve our potential. We're flexible with when and how we do our work so long as our clients only ever have great experiences working with us. You will be encouraged in your professional development and supported to work in the way that works for you.

Our benefits include:

- Exceptional performers are eligible for an extra 15 days annual leave each year (following your twelve month anniversary).
- Competitive salary.
- Flexible working options.
- Training and professional development opportunities.

We encourage people with a disability, lived experience of disability, Aboriginal and Torres Strait islanders and people from diverse backgrounds to apply for this position.



Projectura

Our values

Brilliant basics

- Integrity: We will do what we say we will do.
- Independence: We are trusted advisors providing objective and unbiased advice.
- Think differently: We lead with curiosity and apply creative, strategic, critical, and multidisciplinary thinking to our work.
- Value: We always deliver work that represents outstanding quality and value. We're organised, solution focused and detail oriented.
- Creativity: We generate and recognise ideas, alternatives and possibilities that are useful in solving problems, communicating with others, and entertaining people.
- Connection: We're about people. We go beyond respect to understand different perspectives and form genuine connection.

Work with heart.

- We love what we do and give it our all.
- We care about Projectura and advancing organisational goals.
- We care about our clients and our work and take pride in getting the job done, exceedingly well.
- We care about enriching the wellbeing of communities.
- We care about and deeply value our team.

Blossom where you're planted.

- We're keen and continuous learners with open minds.
- We are productive and make the most of every situation.
- We're strategic and think ahead.
- We create our own opportunities.

Be brave.

- We're self-aware and enjoy developing ourselves within a team.
- We know that the greatest growth comes from stepping outside our comfort zone.
- We face life head on. We have difficult conversations (kindly), take risks, and give ourselves permission to fail and learn.

Have fun.

- We're friendly, positive, energetic, and see the good in people and situations.
- We bring our whole selves to work.
- We're playful and we love to laugh.
- We community minded and enjoy ourselves.

What you bring to the team

Our team prides itself on meeting the needs of our clients. This section outlines the skills, knowledge, and attributes required to fill the position.

Skills

- **Strategic thinking.** Our work is focused on planning for the future. We prepare strategies, ideas and solutions that address current and future conditions.
- **Critical thinking.** Being specific about questions you ask, gathering and organising information, analysing data and sources, determining the significance of data, making a decision, and communicating your conclusion.
- **Event coordination.** You will have skills in coordinating small events, workshops, forums, meetings, and engagement activities projects on time, within budget, to specification. You will have excellent documentation skills.
- **Organisation.** Ability to stay focused on different tasks and use your time and capacity effectively and efficiently in order to achieve the desired outcome.
- **Communications.** Outstanding written, verbal and visual communications skills, and be able to communicate complex information succinctly using clear and simple language and graphics.
- **Interpersonal.** Love generating strong and productive relationships with people. This includes clients, stakeholders, suppliers, and the broader community.
- **Digital.** Ability to use different digital mediums including Microsoft Office suite, project management software, and time recording applications. You understand the importance of style guides and are adept at implementing them to ensure document consistency and high level presentation.
- **Brave leadership.** You are courageous, self-aware and focused on getting things right rather than being right.
- **Adaptability.** When conditions change direction so do we. We're skilled at thinking on our feet, and adapting to circumstances outside our control.
- **Learning mindset.** You will enjoy challenging yourselves, learning, and asking how to improve your practice.
- **Literature and data distillation.** You will take complex information, review and analyse it, and distill it down to a format that is understandable and digestible for the audience.
- **Research.** Be a keen reader of both literature and people. You must be able to elicit information in two main ways: reading the learnings of others and listening to people.
- **Document drafting.** You will be able to use the information collected from data analysis, research and engagement findings and distil it into clear, concise and insightful project and marketing documentation.

Knowledge

You will have knowledge, understanding and appreciation of:

- The work Projectura does.
- Local government, particularly within a Victorian and New South Wales setting.
- Community engagement, strategy development and implementation.
- Working with stakeholders, teams and communities.
- Management consulting.

Qualities/Attributes

Projectura's culture is built around our values. To be successful in this role, you need to have attributes aligned with our values.

Selection criteria

Essential

1. Ability to live our values in your working life.
2. Relevant tertiary qualification or IAP2 certification.
3. Proven experience in a similar role.
4. Experience designing, planning, implementing, analysing, and reporting community engagement in a related discipline or industry.
5. Excellent written, visual and verbal communication skills.
6. National Criminal History and Working with Children Check.
7. Advanced Microsoft Office skills (Microsoft Office suite - Outlook, Word, Excel, Powerpoint).
8. Class C (Standard) Driver's Licence (compulsory to have and maintain).

Desired

1. Local or state government experience.
2. Previous management consulting experience, preferably in a small business environment.

How to apply

If you'd like to be part of our team, please email the following to hello@projectura.com.au by 19 March 2021 at 6:00pm:

- a one-page Cover Letter introducing yourself,
- a two-page document addressing the selection criteria, and
- a two-page Resume.

If you have any questions or would like to discuss the position, call Karina Bonnitcha on 0407 502 449.