Job Description

Position Title	Regional Community Engagement Officer – Port Hedland
Employment Benefits	Level 3 (SCHADS Award) Base Salary Regional Location Allowance 12% employer superannuation contribution 5 weeks annual leave entitlement PBI salary packaging benefits
Hours of Work	22.5 hours per week (0.6 FTE)
Contract Period	Fixed Term Contract from February 2027 to December 2027
Responsible to	Regional Community Engagement Team Lead

Volunteering WA

As the peak organisation for volunteering in WA, we are the leading voice for volunteers and Volunteer Involving Organisations (VIOs), working to strengthen the sector and promote the benefits of volunteering. Volunteering WA's mission is '*to empower people and communities to enrich Western Australia'*, and our vision is *'A society where everyone is inspired to make a difference'.*

The Position

This role entails preparing and hosting employee volunteering events for our corporate volunteering partners at community organisations in Hedland and Newman, including all event logistics. The people-focused position requires high level initiative, and logistical, organisational, interpersonal, communication and work, health and safety skills and practices as well as the ability to build, develop and sustain productive relationships.

The Officer needs to be able to work independently and with confidence. The Regional Community Engagement Officer will do site visits, compile Job Hazard Analyses and attend team-based corporate volunteering days at various volunteer-involving organisations as required. They will be required to liaise with volunteer organisations and scope out new volunteering opportunities for the program.

This position is primarily a remote role, with most work done from your home office. The role requires travel within the Pilbara region for events, meetings and engagement activities, with visits to the VWA head office in Perth once or twice a year required. The position does have flexible work hours with some early starts and/or late finishes.

This position will be supported by other regional colleagues as well as the Corporate Volunteering team in Perth.

Responsibilities

Event Coordination

- Prepare, coordinate and drive corporate volunteering event activities including all logistical requirements and attend and follow-up corporate volunteering days
    - Ensure all necessary equipment is taken to the corporate volunteering event.
    - Deliver pre- and post-volunteering briefing to corporate team.
    - Ensuring proper procedures and protocols are followed, such as hazard avoidance and safe volunteering practice.
    - Work with volunteer-involving organisation on the day to coordinate logistical requirements, including assigning tasks and checking on progress throughout the day.
    - Ensure catering and refreshments are made available and served efficiently during the day.
    - Take photos throughout the event.
    - Collect feedback from volunteers for continuous improvement and reporting purposes.
- Ensure high levels of participation and satisfaction in corporate volunteering activities
- Deliver highly quality volunteering events to meet contractual obligations, objectives and KPIs

Administration and Reporting

- Report to the Regional Community Engagement Team Lead and work closely with the Corporate Team to meet contractual obligations for our corporate partners
- Provide regular reporting to the Regional Community Engagement Team Lead for collation.
- Ensure clear documentation is readily available for logistics and coordination of each team activity

Selection Criteria

Essential	• Relevant tertiary or TAFE qualifications (event management, project management, community development) or relevant experience performing similar duties. • Demonstrated experience in operating key logistical support for events, including site selection, catering arrangements; development of on-site requirements such as event set-up; coordination and management of the production of printed materials. • Demonstrated ability in multi-tasking and meeting deadlines with the ability to work independently and proactively on own initiative or as part of a small team • Excellent communicator with demonstrated high-level, interpersonal, negotiation and presentation skills with the ability to develop and maintain strong industry and stakeholder relationships. • Self-motivated with high degree of self-management, creativity and initiative. • Competence in using Microsoft Office suite, MS Teams, and a range of databases, webpages, social media and other IT resources • Excellent organisational skills with demonstrated ability to deliver on agreed goals. • Ability to work both independently and collaboratively as part of a team. • Demonstrated excellent written and verbal communication skills. Must be comfortable presenting to teams of up to 30 people.
Desirable	• Experience working in and/or knowledge of the not-for-profit sector, including small to medium-sized volunteer organisations.
Special Requirements	• Willing to travel regularly within the Pilbara. • A current First Aid Certificate (or willingness to obtain one). • A current and valid WA driver's licence. • Access to a personal vehicle for work related travel – mileage allowance provided. • Access to a suitable home office environment. • Medium level of physical fitness. • Ability to store event materials at home as required. • Available for flexible work hours with some early starts and / or late finishes. • Ability to undertake work in indoor and outdoor environments, with an understanding of and adherence to heat-management and safety procedures.

Key relationships	Reporting structure
• Volunteering WA staff and volunteers • Volunteering WA members and potential members • Volunteer Involving Organisations (VIOs), volunteer resource centres and volunteers • Volunteering WA project partners and service providers/suppliers • All Businesses associations and professional bodies • Key suppliers and event stakeholders • Volunteering WA sponsors and funding bodies	