

<b>Position Title</b>	<b>Community Engagement Team Leader</b>	<b>Department</b>	<b>Marketing &amp; Engagement</b>
<b>Reports to</b>	<b>GM Marketing, Engagement &amp; Fundraising</b>	<b>Effective date</b>	<b>April 2023</b>
<b>Responsible for</b>	<b>2 direct reports</b>	<b>Location</b>	<b>Expression Head Office</b>

<b>Organisation Overview</b>	<p>Expression Australia (formerly Vicdeaf &amp; Tasdeaf) connects people to the life they want to lead - through ensuring better access, inclusion and equal opportunity.</p> <p>Expression Australia is an iconic and progressive community organisation, a rapidly evolving commercially oriented business and leader in providing services to people who are Deaf, hard of hearing or who experience barriers to participation. We strive to be a bi-lingual, bi-cultural organisation that respects both languages – Auslan and English - equally and celebrates the rich heritage and cultural diversity of the Deaf community and individuals.</p> <p>Expression Australia's vision and mission empower people to achieve better economic, cultural, social and civic participation in the community.</p>
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<b>Role Overview</b>	<p>The Community Engagement Team Leader has the responsibility of delivering Expression Australia's agreed community engagement initiatives, in line with the organisation's Strategic Plan and Community Engagement Strategy.</p> <p>The Community Engagement Team Leader will maximise engagement with identified cohorts internally and externally, particularly – but not limited to – the Deaf community.</p> <p>This role will draw upon organisation-wide resources to deliver agreed outputs and activities that position Expression Australia positively with our cohorts through information dissemination, consultation, events, capacity building and grants.</p>
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<b>Job Specific Responsibilities</b>	
<i>Key performance indicators will be clearly defined through the performance planning process.</i>	
<b>Contribute to the achievement of Expression Australia's strategic objectives</b>	<ul style="list-style-type: none"> <li>• Advance Expression Australia strategic plan and its vision through executing the organisation's strategic priorities.</li> <li>• Model behaviours that are consistent with the mission and beliefs of the strategic plan.</li> <li>• Model behaviours that reflect our values.</li> </ul>
<b>OHS &amp; Quality Compliance</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for their own health and safety, and health and safety of others</li> <li>• Adhere to OHS guidelines</li> <li>• Adhere to the organisation's Quality framework</li> </ul>
<b>Community Engagement</b>	<ul style="list-style-type: none"> <li>• Deliver Expression Australia's agreed community engagement initiatives in support of the Engagement Strategy including annual flagship events and programs such as: Deaf Christmas Festival, AGM, Deaf Leadership Program and Expression Deaf Grants and others as appropriate</li> <li>• Consult with identified cohorts and communities (i.e. Deaf and hard of hearing, LGBTIQ) about key organisational initiatives</li> <li>• Liaise with mainstream organisations and agencies to enable them to connect with Deaf and hard of hearing individuals and community</li> <li>• Ensure information dissemination (livestreamed organisational updates, news etc.)</li> <li>• Coordinate focus groups, workshops and information sessions</li> <li>• Develop and maintain community-based partnerships</li> <li>• Provide advice and consultation to internal service and corporate areas around community engagement mechanisms and approaches, ensuring services, programs and projects meets the need of community cohorts.</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate an Engagement Team consisting of representatives from across the organisation to assist in the planning and delivery of agreed events and initiatives.</li> <li>• Provide advice to Senior Management in regard to community engagement initiatives, opportunities and facilitate the process of feedback and consultation with community.</li> <li>• Lead the organisation's approach to and implementation of our co-design framework.</li> <li>• Contribute to the organisation's change management approach and initiatives, with a focus on the bilingual, bi-cultural aspects.</li> </ul>
<b>People Management</b>	<ul style="list-style-type: none"> <li>• Motivate, coach and drive the team to increase engagement and achieve performance objectives.</li> <li>• Create a culture of constant feedback within the team to assist with continuous improvement and innovation.</li> <li>• Ensure Performance and Development Plans are being implemented, reviewed and achieved, fostering an ongoing learning and client outcome, results driven environment.</li> </ul>

Core Capabilities (including Expression Australia Values highlighted in orange)	
<p><b>Respectful</b> <i>Behaving ethically appropriate, respectful of culture and community and providing person centred services to clients and others</i></p> <p>Behaviours and actions to display capability</p>	<p><b>Diversity</b> <i>Showing respect for diverse backgrounds and experiences</i></p> <p>Behaviours and actions to display capability</p>
<p><b>Technology</b> <i>Using and understanding technology to improve service delivery</i></p> <p>Behaviours and actions to display capability</p>	<p><b>Accountable</b> <i>Demonstrating responsibility for own work</i></p> <p>Behaviours and actions to display capability</p>
<p><b>Adaptive/Resilience</b> <i>Demonstrating and developing individual coping strategies</i></p> <p>Behaviours and actions to display capability</p>	<p><b>Progressive</b> <i>Innovating and looking at ways to improve the lives of our clients and communities</i></p> <p>Behaviours and actions to display capability</p>
<p><b>Inclusive</b> <i>Working effectively and engaging with others to achieve a common goal</i></p> <p>Behaviours and actions to display capability</p>	<p><b>Commercially Focused</b> <i>Ensuring that all services are right for our clients and our organisation</i></p> <p>Behaviours and actions to display capability</p>
<b>Auslan</b>	<p>Our organisation is bi-lingual and bi-cultural, where Auslan and English are both utilised languages. The learning and use of Auslan is encouraged and endorsed in the workplace. Along with a willingness to learn Auslan, possess a positive attitude towards continuing to improve language skills is imperative.</p>

## Knowledge, Skills & Experience

### Essential

- In-depth understanding of the needs of our communities and cohorts (Deaf, hard of hearing, LGBTIQ, regional)
- Strong verbal and written communication skills, including fluency in Auslan
- An understanding of contemporary engagement and co-design approaches
- Interpersonal and relationship-building skills with individuals, organisations and stakeholders
- Ability to work independently and as a team
- Demonstrated ability to think laterally and innovatively

### Desirable

- Project management skills

## Education / Qualifications / Memberships / Certifications

- Any relevant tertiary qualifications in community development or engagement

## Travel Requirements

- Occasional travel required in regional Victoria and Tasmania

**I acknowledge that I have read, understood and accept the duties, responsibilities and obligations of the above position description. I understand that this position description is a guide and reasonable additional duties may be requested of me during the course of my employment. This position description will be reviewed annually to maintain its relevancy and meets organisational objectives**

Employee signature \_\_\_\_\_

Date \_\_\_\_\_