

Position Description

Community Engagement Coordinator, Holy Grounds

Our Vision and Purpose

In 2023, St George's Cathedral recently launched its new Vision, Purpose and Values called: 'Open Minds, Open Hearts, Open Doors'. We are seeking to share our living faith in an inclusive and open-hearted way as we empower people to transform the communities in which we live.

Introducing Holy Grounds

Holy Grounds is a new community space right in the heart of the City of Perth. From small and dreamy beginnings, a vision has taken shape to develop an operational community café space connecting individuals and groups and challenging social exclusion. Holy Grounds is a place where friendships and community can be formed and a low-barrier, unthreatening way for people to engage in the wider life of St George's Cathedral should they wish. By placing community participation and engagement at the centre of Holy Grounds, and creating a quality public space, we believe we will see improvements in health, happiness, and wellbeing.

Role Purpose and Contribution

The Community Engagement Coordinator, initially funded by Anglicare WA, would support the ongoing development of Holy Grounds as a social enterprise community hub on Cathedral Square. The role requires a creative, collaborative, and motivated individual to support Holy Grounds by developing a newly established community space and partnerships. The role will develop and implement new community programs, events and activities that enhance and activate the utilisation of the community space and build partnerships to support community vitality and wellbeing, to challenge social exclusion, and to offer welcome and hospitality. This role will work alongside the Holy Grounds Operations Manager to recruit, train, and support a team of committed volunteers to activate community programs.

Role and Relationships

Role objectives:

- Develop and oversee a program of community activities designed to utilize the space in support of the objectives. This is likely to include programs, events, resources, and outreach engagement.
- Recruit, train, and develop a committed, engaged, and skilled team of volunteers to support the ongoing sustainability of the volunteer-led model.
- Establish and nurture strong stakeholder relationships that continue to support the vision of Holy Grounds.

This role:

- Works on-site at Holy Grounds which is situated at Level One, 3 Pier Street, Perth.
- Reports to Holy Grounds Operations Manager currently, The Reverend Michele Yuen.
- Supports and collaborates with Holy Grounds staff, volunteers and wider St George's Cathedral and Perth Anglican diocese teams.
- The role is a fixed-term contract at 0.8 FTE and could be over 4 or 5 days per week for the first 12 months and then an opportunity to review for both parties building upon learnings through the initial period.

Key Responsibilities

This role will **support the ongoing development of Holy Grounds** by:

- Develop an effective community engagement approach to ensure the social outcomes of Holy Grounds are delivered.
- Recruit and develop appropriately motivated and skilled volunteers.
- Support and develop the volunteer team to deliver exceptional community activities and events.
- Establish and strengthen partnerships with relevant community stakeholders to support the community engagement work of Holy Grounds.
- Deliver social outcomes within budget, as set by the Holy Grounds Steering Committee.
- Report on project outcomes through qualitative and quantitative data collection.
- Write and manage successful grant submissions to support the delivery of community engagement and placemaking activities.

The role will **establish a strong culture of placemaking and community activation** by:

- Working as part of the Cathedral team, coordinate the development of the overall strategy for placemaking and community activation at Holy Grounds. This could include planning and promoting community activities and groups (i.e. arts and crafts, book clubs, community conversations)

- Develop and implement creative programs to ensure Holy Grounds provides an inclusive space for people to connect with others. This includes coordinating and overseeing event promotion, wider marketing/social media, logistics, stakeholder engagement, budgets, delivery, and evaluation.
- Identify and connect with appropriate support services to be a resource for Holy Grounds volunteers and customers experiencing challenging life circumstances.
- Develop ways to continually engage with potential volunteers and community partners.
- Establish and nurture relationships with and between St George's Cathedral, volunteers, community organisations, artists, event partners and other stakeholders with the goal of co-creating and managing placemaking activities at Holy Grounds.
- Develop and mentor the team of volunteers by providing community engagement resources and training.

This role will **build and maintain relationships** by:

- Providing representation and leadership in external networks, where appropriate.
- Collaborating with partners to develop and implement community building strategies to further Holy Grounds vision, where appropriate.
- Develop and nurturing volunteers and key community stakeholder relationships.
- Contributing to a positive, accountable work environment.
- Being Family & Domestic Violence aware and interested in community issues as they arise.
- Contributing to an inclusive workplace which "lives" St George's Cathedral values.

This role will contribute to a **compliance culture** by:

- Periodically report on social outcomes to the Holy Grounds Project Oversight Group, drawing on quantitative and qualitative data.
- Ensure compliance with relevant regulations including public events, volunteers and risk management.
- Embracing a safety culture and actively participating in workplace safety activities, including hazard and incident reporting.
- Embrace a child safety culture, ensuring safe environments where children and young people feel valued, respected, and are protected from abuse and harm.
- Ensuring compliance with behavioral standards outlined in relevant policies and procedures as part of St George's Cathedral and the Anglican Diocese of Perth.
- Other duties as required.

Key Outcomes and Impact

The impact of this role will enable the organisation to:

- Establish a community development culture within Holy Grounds that supports the vitality of the local community focused on project objectives.
- Build a strong team of knowledgeable, skilled, and committed volunteers to ensure model integrity and long-term sustainability.

Personal Requirements

Knowledge and Experience

Essential

- Experience working in community development and/or placemaking projects.
- Strong project management, multitasking, and decision-making skills with the capacity to manage deadlines, tight budgets, and pressure, with positivity and confidence.
- Experience in leading, developing, and nurturing volunteers.
- Ability to work autonomously with general supervision, as well as being a collaborative member of a small dynamic team at the Cathedral.

Desirable

- Understanding of and a passion for community building.
- Experience grant writing for community projects.
- Experience in Diversity and Inclusion
- Flexibility with working hours (Holy Grounds is open from 8am to 2pm Monday to Friday)

Qualifications and Licenses

Essential

- A current Driver's Licence.
- A current National Police Clearance (or able to get one).
- A current Working with Children's Check (or able to get one).
- Project and people/volunteer management experience.

How to apply

Share with us your background, work experience and what you can bring to this role in a 1-page cover letter and in your resumé. Send both documents to holygrounds@perthcathedral.org

Initial and confidential enquiries can also be directed to holygrounds@perthcathedral.org

To view the position description, click on the link below.

www.holygrounds.org.au

Opportunity closes 5pm, 27 December 2024.

Note: The shortlisting/interview process may commence immediately and we reserve the right to close applications if an appointment is made.