



## Job Description Form: Befriend Community Builder (Vincent)

Part Time Fixed Term Contract (0.2 FTE) 1<sup>st</sup> February 2018 – 31 October 2018

*Work with the loveliest team in Perth to bring your local community closer together through the simple magic of inclusive social events.*

Befriend Inc. is a Perth-based non-profit with a vision of an inclusive, connected society. Befriend makes it easy for people to get connected, through social gatherings, events, workshops and training that create opportunities and develop skills. The Befriend Social Network is a community of 7,000 adults from diverse backgrounds who connect through regular, inclusive, localised social gatherings, events and workshops. The Befriend Community consists of members, volunteers, and supporters, and being part of the Befriend Team is generally very good fun!

**The Community Builder (Vincent) role exists to build the Befriend Community's presence in the City of Vincent area. The objectives of the Community Builder's role are:**

- 1.1 To recruit, orientate, train and provide ongoing support to a localised team of Social Network volunteers in the City of Vincent area.
- 1.2 To establish regularly occurring City of Vincent -based Befriend social gatherings.
- 1.3 To create, develop and strengthen partnerships and referral pathways with local community service organisations that support socially isolated adults living in the City of Vincent area.
- 1.4 To engage directly with local people to grow the Befriend Network's member base in the City of Vincent area.

### **Duties:**

**The Community Builder would have the ability to be independent, flexible and innovative in their approach. To address the above objectives, the Community Builder's duties may include:**

- Establish and grow a Vincent-based team of Event Host Volunteers, through the localised implementation of the Volunteer Management System – Duties include advertising positions, volunteer recruitment, screenings, training and orientation, transition into volunteer role, and ongoing support
- Implement the Marketing & Communications Strategy to engage with existing and potential new members living in the City of Vincent area and surrounds
- Plan and host a monthly social gathering in the City of Vincent area, using the Befriend Framework for inclusive social gatherings
- Attend and participate in Befriend Network events, where appropriate, to support Vincent-based volunteers and engage with Befriend Community Members
- Attend meetings with City of Vincent -based community service organisations to conduct presentations, provide information about Befriend and establish referral pathways
- Work closely with the City of Vincent Community Development staff to embed the Befriend Network in the local community
- Host public information 'Welcome Sessions' to provide information about Befriend
- Assist with the management of member communications, including general enquiries, event RSVPs, event feedback, and newsletters
- Assist with the creation of social media content
- Assist with the creation of media releases and newsletter content
- Participate in Befriend organisational development events including team building/planning days and Befriend Big Events



**Commitment:** The position is a Part Time (0.2 FTE) Fixed Contract from 1 February to 31 October 2018. There is the potential for extension of the position in accordance with the development and expansion of the organisation. Employment is subject to ongoing funding for the position.

There is an expectation that the Community Builder will contribute some volunteer time to this project, namely by hosting monthly events to get the project started. This is negotiable, but being part of the Befriend community is much more than a job, in the best possible way.

**Remuneration:** The Community Builder is employed at a salary of \$60,000/yr pro rata, plus super.

**Eligibility:**

The following qualities, skills and experiences are **essential** for the Community Builder position:

- Inclusive values towards the social inclusion of people from diverse backgrounds
- A passion for strengthening and growing the Befriend Community
- Experience forming and managing a small team of staff/volunteers
- Highly developed project management skills and relevant experience
- Highly developed communication skills and an ability to liaise, network and build effective partnerships with stakeholders at all levels of an organisation
- An enthusiastic approach to creating outstanding social experiences
- Sound skills in group facilitation and the management of small events
- Comfortable using a range of social networking and electronic media platforms
- Ability to work independently
- Excellent time management and administration skills
- National Police Clearance

The following qualities, skills and experiences are **desirable** for the Community Builder Position

- Experience living, working and playing in the City of Vincent area & surrounds
- Experience as a member of the Befriend Community
- Relevant experience in engaging with people with disabilities, people with mental health issues, and people from culturally and linguistically diverse backgrounds
- Skills in designing and presenting high-quality marketing materials

**Application process:**

***Apply by emailing your resume and cover letter to Kathleen Burton at [Kathleen@befriend.org.au](mailto:Kathleen@befriend.org.au).***

Applications Open: 19<sup>th</sup> December 2017

Applications Close: 12 noon, 12<sup>th</sup> January 2018

Interviews Conducted: 16<sup>th</sup> and 17<sup>th</sup> January 2018

Position Commences: 5<sup>th</sup> February 2018

For further information, contact Kathleen Burton on 0481 540 337 or [Kathleen@befriend.org.au](mailto:Kathleen@befriend.org.au)