



WILLOUGHBY AND NORTHBRIDGE  
UNITING CHURCH 

## POSITION DESCRIPTION

### Community Engagement Co-ordinator

#### ROLE OVERVIEW

**Classification:** Award free

**Employment Type:** Part time (0.6 FTE / 22.8 hours per week)

**Appointing Body:** Willoughby and Northbridge Uniting Church Mission Council

**Reporting to:** Church Mission Council Chairperson

#### EMPLOYER PROFILE

Willoughby and Northbridge Uniting is a life-giving community sharing God's abundant love. We strive to build connections and community, within the worshipping congregation, our local community, and the wider world.

We recognise that we are located in a diverse, growing multicultural community where many people are seeking connection and belonging. We are particularly keen to foster relationships with young families, and those who may be feeling lonely and isolated. We have excellent, multi-functional facilities, already well-used by our own groups and a variety of community groups. This brings us into contact with many from across our wider community, but we would like to expand the opportunities we provide for people to connect, belong and grow. Our vision is to be a place where everyone across the Willoughby Local Government Area (LGA) are aware of our presence and ministry, see us as a place of care, welcome and hospitality, and look to us to nurture them in faith and discipleship.

We are looking for a Community Engagement Co-ordinator to work in a vibrant team together with the Minister and Youth and Children's Pastor.

#### ABOUT THE ROLE

The Community Engagement Co-ordinator will be responsible for fostering connection and community with individuals and families across the Willoughby LGA

Initially, this will involve identifying the needs, desires and unique characteristics of the local community, actively engaging with community members to gather their input, and then identifying opportunities to develop trial programs that align with the Congregation's mission and goals. The role is not solely responsible for developing these new initiatives but will draw in members of our existing congregation, building mutually affirming connections and growing capacity for leadership.

This is a part-time role (22.8 hours) with flexible working hours over the week.

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WILLOUGHBY AND NORTHBRIDGE UNITING CHURCH

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### KEY RESPONSIBILITIES

This role will work in collaboration with the Community Engagement Team and other ministry agents to strategise and then take responsibility for initiatives that align with the Congregation's Mission Goals. This may include the following.

- Connecting with the local community as a representative of Willoughby and Northbridge Uniting Church and develop a growing understanding of:
  - The demographics, needs and opportunities for engagement
  - The social and linguistic diversity of the Willoughby LGA
- Working with the Community Engagement Team to set achievable and measurable outcomes, evaluate and review initiatives and adjust strategies as needed to work towards the Congregation's mission goals.
- Supporting congregational capacity to broaden community engagement through existing and new activities, including co-ordinating and resourcing volunteers in community engagement programs
- Supporting the establishment of a second Playgroup morning in collaboration with the Ministry Team and other relevant Teams
- Supporting the Gunyah Community Garden at Northbridge to broaden our community engagement
- Exploring the development of an inclusive church "village green" space at our Willoughby site:
  - Developing a safe place for a diversity of people to experience community within the church's physical environment
  - Providing a "church presence" at specific times during the week
  - Supporting existing midweek activities, and exploring other suitable activities and opportunities to engage with the local community
- Facilitating the coordination and promotion of the Annual Community Spring Fair
- Communicating events and activities effectively in the local community including maintaining an online presence
- Attending Sunday morning and evening services on a semi-regular basis to interact with the congregation and foster community engagement initiatives and relationship

### The successful candidate will be required to:

- Read and understand the Basis of Union of the Uniting Church, and have a preparedness to work within the polity and ethos of the Uniting Church in Australia
- Have a genuine willingness to embrace challenges as they arise and to work flexibly in support of the overall key objectives of Willoughby and Northbridge Uniting Church
- Participate in maintaining a safe working environment for both themselves and others in the workplace, including following workplace health and safety policy and procedures and working in collaboration with the Safe Church Team. The completion of Safe Church training is mandatory.



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## KEY RELATIONSHIPS

### Internal

Church Mission Council  
Minister of the Word  
Youth and Children's Pastor  
Community Engagement Team  
Congregation members

### External

People who use the church's facilities  
Key community members relevant to the role.

## QUALIFICATIONS AND EXPERIENCE

- Tertiary study in a related field (e.g., sociology, community development, religious studies) or equivalent work experience
- At least one years' experience in community development and an understanding of community development principles
- Strong interpersonal and communication skills, with the ability to engage and connect with people from diverse backgrounds
- Strong research and analytical abilities, including data collection and interpretation
- Ability to work independently, manage projects and meet deadlines
- Flexibility to work evenings and weekends as required
- Currently hold or obtain a professional Working with Children Check as issued by the NSW Office of the Children's Guardian.
- Valid Criminal History Records Check
- Valid driver's license and access to a comprehensively insured motor vehicle.
- The right to work in Australia

**Approved by:** Willoughby and Northbridge Uniting Church Mission Council