

Position Title	Community Engagement Coordinator	Report to	Alcohol Program Manager
Division & Team	CP&R / Alcohol Programs	Location	Subiaco
New position or revision & date	New position		

Position Purpose

This role coordinates the community engagement strategies under the Increasing Healthy Eating and Preventing Harm from Alcohol projects.

Our Vision	Achieve a cancer-free future for our community.
Our Mission	Cancer Council Western Australia works with our community to reduce the incidence and the impact of cancer.
Our Values	<p><i>Making a real difference</i> We seek to have a major positive impact on the lives of all West Australians. We never stop seeking to improve and innovate what we do and are prepared to take risks to achieve breakthrough results.</p> <p>We do this by living the following values:</p> <ul style="list-style-type: none"> • <i>Integrity</i> We have high standards and we do what we say we will do. We are transparent and consistent in the way we work and relate. • <i>Evidence</i> We always seek the most solid foundation of evidence available in every practice we embrace. • <i>Care</i> We are passionate about our mission and deeply value our community and each other. We show empathy for those we are here to serve, respect and value our staff and volunteers and do everything we do with great care. • <i>Collaboration</i> We actively engage with others and each other to achieve our shared objectives. We create inclusive and empowering connections with and between our stakeholders to build the capacity we need to bring about great change. • <i>Equity</i> We work positively with people of different backgrounds, status and education to help them achieve the best possible level of health and wellbeing. • <i>Boldness</i> We engage in continuous improvement and innovation and take risks to achieve results.

Key Responsibility Area	Inputs - Key Activities	Outputs - What is expected/end result	Measures - How it is measured
Operational			
	<p>Coordinate community engagement strategies under the Increasing Healthy Eating and Preventing Harm from Alcohol public health advocacy projects.</p>	<p>Under the direction of the Alcohol Program Manager develop a workplan to identify approaches to supporting community voices to contribute towards public health advocacy objectives.</p> <p>Identify and mobilise community champions (e.g. parents and people with lived experience of fast-food outlet developments and junk food advertising and/or harm from alcohol, and supporters of alcohol harm prevention priorities).</p> <p>Develop a database of regular supporters of increasing healthy eating and/or alcohol harm prevention advocacy priorities.</p> <p>Develop a guide/resource to help community members object to particular land uses (such as fast-food and/or alcohol outlet developments).</p> <p>Identify and work with local governments (LGAs) who are developing/reviewing local planning schemes to develop schemes which protect community health and wellbeing (e.g. restrict land use for fast-food outlets and/or alcohol outlets especially</p>	<p>Alcohol Program Manager and Food and Movement Programs Manager are satisfied with the workplan and the process established to review and revise the workplan. The workplan supports an even split of work hours between the Increasing Healthy Eating and Preventing Harm from Alcohol projects.</p> <p>Alcohol Program Manager and Food and Movement Programs Manager are satisfied appropriate champions have been identified and engaged.</p> <p>Alcohol Program Manager and Food and Movement Programs Manager are satisfied database is developed and utilised.</p> <p>Alcohol Program Manager and Food and Movement Programs Manager are satisfied guide has been effectively developed and disseminated.</p> <p>Alcohol Program Manager and Food and Movement Programs Manager are satisfied LGAs have been identified and engaged.</p>

		<p>near sensitive land uses such as schools).</p> <p>Identify opportunities to build community voices into research translation plans.</p> <p>Coordinate the planning and delivery of training for community advocates to support the Increasing Healthy Eating and Preventing Harm from Alcohol projects.</p>	<p>Appropriate opportunities are identified and delivered.</p> <p>Alcohol Program Manager, Food and Movement Programs Manager and training participants are satisfied with the training outcomes.</p>
	Reporting.	Contribute to regular reporting in line with contractual arrangements with the funder (Healthway).	Funders report they are satisfied with contract delivery and reporting.
Relationship Management			
	Develop and manage internal and external key stakeholder relationships.	Proactively engage and maintain relationships with key stakeholders that encourage quality outcomes for the increasing healthy eating and preventing harm from alcohol strategies, including (but not limited to) community members, LGAs, members of the Obesity Consensus Group and alcohol harm prevention partner organisations.	<p>Feedback from key stakeholders indicates effective and productive relationships are maintained.</p> <p>Engagement with community members and those with lived experience is approached sensitively, ethically and respectfully.</p>
	Represent Cancer Council WA at appropriate meetings, seminars and other events.	Cancer Council WA is represented in a professional manner at internal and external events.	Feedback from key stakeholders indicates that Coordinator is positive and constructive, and a reliable representative.
Occupational Health and Safety			
	<p>All team members are trained in all relevant Occupational Health and Safety processes relevant to their position.</p> <p>Appropriate personal protective equipment is used at all relevant times.</p>	<p>Attendance at required OHS training.</p> <p>PPE worn correctly at all times.</p>	<p>No Lost Time Injury.</p> <p>The workplace is maintained in a safe condition 100% of the time.</p>

	Any situation, event or incident that is in breach of Occupational, Health and Safety policies or procedures is identified and reported and corrective actions implemented where appropriate.	Hazards & Accidents reported.	
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Selection Criteria	Essential	Desirable
Experience in required industry and or position		
Tertiary qualification in health related field, community services or related discipline	X	
At least 3 years' experience in public health, health promotion or social services community engagement	X	
Demonstrated experience in building and maintaining effective working relationships with internal and external stakeholders	X	
Knowledge and understanding of obesity prevention and alcohol harm prevention issues and policy		X
Experience in preparing written documents for diverse audiences	X	
IT skills		
Proficient in Microsoft Office products and referencing software	X	
Abilities		
Demonstrated ability to work independently and as part of a team	X	
Strong interpersonal, verbal and written communication skills, including public speaking and report writing	X	
Demonstrated experience and understanding of health research methods and evaluation.		X
CCWA Values		
Demonstrated understanding of and commitment to the values of Cancer Council WA	X	
Positive approach to the workplace	X	