

# Position Description



<b>Job title</b>	Community Engagement Officer, Household Energy Efficiency Scheme
<b>Department</b>	Financial Wellbeing
<b>Reports to</b>	Senior Manager, Financial Wellbeing
<b>Date prepared/reviewed</b>	April 2023
<b>Location</b>	ICH (Inner City Hub)
<b>Position Details</b>	Max Term Full Time

Our purpose is to inspire people, enliven communities and confront injustice. We address the causes of vulnerability and disadvantage, stand for a just society and support individuals and communities to be valued and connected.

## Position Objective

The Household Energy Efficiency Scheme (HEES) is a project of the Financial Wellbeing Collective. The HEES aims to assist up to 9,000 households experiencing financial hardship in the South West Interconnected System (SWIS). This is achieved by improving energy literacy, reducing energy consumption and bills, connecting clients to appropriate energy and complementary services and supporting, identifying, and removing barriers to accessing energy efficient appliances, technologies and goods.

As the Community Engagement Officer, you will be responsible for establishing relationships with stakeholders, developing and delivering HEES community workshops with the Energy Coaches to eligible participants, oversee workshop bookings, conduct surveys, source collateral and manage data collection.

## Values and Associated Behaviours

Uniting's Values and Behaviours which inform the job holder's decisions and actions.

**Imaginative** – We challenge convention, explore new possibilities and dare to dream for a better future

**Respectful** – We act with honesty and integrity, and open our hearts to all people without exception

**Compassionate** – We are nurturing, generous and thoughtful in our words and deeds

**Bold** – We face injustice head on and stand up for what is right and true with confidence and strength.

Additionally, the role will:

- Respectfully work within the Christian ethos of the Uniting Church
- Works in a way that is consistent with Uniting WA's leadership expectations

Operate ethically and enhance the integrity of the organisation.

## Key Responsibilities

These represent the key outputs of the job, the job's deliverables. They are not specific activities in themselves. These form the basis of the objectives and measurements set for the job holder under the Uniting Performance Management System annually.

- Working collaboratively with the HEES Manager, Team Lead and Marketing Advisor
- Developing and maintaining strong functional relationships to promote the service
- Taking the lead responsibility, in conjunction with Energy Coaches, to recruit potential workshop participants
- Overseeing all workshop delivery-based activities, including logistics, resources, and administration
- Developing workshop schedule
- Facilitating and supporting Energy Coaches with activities for community engagement
- Developing workshop content
- Liaising with key partners to ensure activities and initiatives are progressing as planned.
- Engaging with other organisations and local government to promote the service.
- Establishing, promoting, and facilitating community workshops
- Undertaking evaluation of overall workshop effectiveness
- Travel within SWIS will be required.

## Standard Key Responsibilities (for all Uniting staff)

- To operate within delegated authority and comply with legal, regulatory obligations and requirements of our internal policies and procedures
- Identify and deal (manage and monitor) with risks associated with Uniting
- Compliance with the values and associated behaviours of Uniting
- Compliance with the policies and procedures of Uniting including statutory policies
- Completion of any training and associated assessments identified as a requirement of the position.

## Competencies

The knowledge and soft skill requirements necessary for this position.

- Excellent communication skills both written and oral
- Well-developed interpersonal skills, with the ability to engage with people for different cultural and socio-economic backgrounds
- Knowledge of and demonstrated ability to use community engagement techniques
- The ability to work autonomously and self-motivated to achieve established targets
- Able to work effectively with Energy Coaches based in Financial Wellbeing Collective partner agencies
- A passion for educating and working with individuals to achieve longer term behavioural change
- An ability to work with people with indigenous and CALD backgrounds.

## Qualifications

Education, experience and technical skills required for this position.

- Qualifications in a relevant field – Community Development, Education or Marketing
- National Police Clearance.
- Experience in a related field or position
- Valid driving license

## Additional Information

Any additional information that would be helpful to someone trying to understand the nature or purpose of the position.

This role will be required to engage with the following external parties:

- Financial Wellbeing Collective HEES Manager and Team Lead
- Financial Wellbeing Collective (FWC) General Manager and its Central Support Unit
- Energy Efficiency Coaches based in FWC partner agencies
- Other community service organisations, Local Government Authorities and FWC partner agencies