



Position Description

POSITION DETAILS

Position Title:	Community Partnerships Officer
Location:	Melbourne
Reports To:	Health Promotion Manager
Direct Reports:	None
Term:	12 months contract
Employment Status	Full time <input checked="" type="checkbox"/> Part time <input checked="" type="checkbox"/> Casual <input type="checkbox"/>

1. Purpose of Position

The Continenace Foundation of Australia is the national peak body promoting bladder and bowel control health with a vision of a community free of the stigma and restrictions of incontinence. The Community Partnerships Officer supports the organisation and the health promotion team to design, implement and evaluate a range of health promotion activities and initiatives that focus on the primary prevention of incontinence, build awareness of the impact of incontinence, and reduce the stigma of incontinence across the lifespan.

Reporting to the Health Promotion Manager, the Community Partnerships Officer will be responsible for fostering relationships that enable the community to participate in all aspects of the organisation’s work, influence outcomes and support the delivery of the Continenace Foundation of Australia’s vision and purpose.

Working within the Partnering with Consumers Framework the Officer will build internal capacity and pathways for community involvement, broaden community engagement to ensure diversity and sustainability, and support individuals to ensure their lived experience enhances the Foundations programs and services.

Key Responsibilities	Performance Indicators	Weighting (%)
Lead and coordinate community engagement across the organization, developing innovative and sustainable community engagement systems and processes.	Organisation wide systems and processes for community engagement are embedded. The Partnering with Consumers Framework is implemented and evaluated.	40%



Position Description

Develop community partnerships to deliver health promotion capacity building activities.	Community partnerships and capacity building activities developed and community grant projects completed.	30%
Coordinate development of a strategy for first nations engagement and participation.	Strategy and action plan completed and implementation commenced.	20%
Support and participate in other health promotion activities such as small projects, working groups, campaigns	Projects and activities completed	10%

KNOWLEDGE, SKILL AND EXPERIENCE REQUIREMENTS

Education/ Qualifications	Tertiary qualifications in Health Promotion, Community Development, Health Science or similar. Three to five years' experience in a similar role. Understanding of the social determinants of health and primary prevention approaches to health. Highly desirable knowledge and understanding of co-design, community engagement, partnerships and evaluation.
Computer/Software	Microsoft Office 365, Salesforce, Survey Monkey, Trello, Miro, the HIVE
General	Experience in strategically planning, developing, implementing and evaluating complex community engagement activities in a health organisation. A genuine interest ensuring that the community voices and lived experience inform our work. An understanding of engagement and participation frameworks, strategy development and project management skills. Strong partnership and collaboration experience. Ability to plan and prioritise work, maintain excellent records and document activities and outcomes. Working within a collaborative team environment. Excellent communication, planning, evaluation, and report writing skills. A commitment to enhancing the ongoing capability of the Continenace Foundation of Australia in achieving its vision and purpose.

WORKPLACE HEALTH AND SAFETY

The Employee is responsible and accountable for:

- Compliance with workplace health and safety policies and procedures for risk identification, risk assessment and risk control. Refer WHSP01 Work Health & Safety; WHSP07 Smoking,



Position Description

Drugs and Alcohol.

- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries and property damage at the workplace. Refer WHSP05 Incident and Accident Reporting Management.

QUALITY MANAGEMENT

The Employee is responsible and accountable for:

- Familiarity and compliance with all Company Policies.
- Active participation in training activities associated with Company Policies.
- Supporting the Continenace Foundation’s commitment to quality improvement and contributing to the achievement of contractual deliverables.

This position description has been designed to indicate the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a total inventory of all duties, and responsibilities that may be required of employees assigned to the role.

EMPLOYEE DECLARATION

I
(Applicant’s Name)

hereby understand and accept the conditions of the position description as detailed herein for the position of

(Position)

Applicant’s signature **Date**