

## **Community Engagement Coordinator Uniting Queenscliff–Point Lonsdale**

*Community happens when two or more people sit together,  
Seeing the other as they are,  
And the humanity of both is enhanced...*

Uniting Queenscliff–Point Lonsdale is a sacred space for all people; an evolving collaborative community navigating life with imaginative spirituality and integrity. We are passionate and deeply intentional about nurturing safe places for all people regardless of religion, race, creed, gender, cultural background or sexual orientation.

We desire to enrich and enhance our human experience through hospitality, communal faith gatherings, shared stories, art, music, understanding our connection to the environment and other diverse community gatherings.

Our commitment is to nurture a communal path of compassion, wisdom, justice, peace and kindness, and to walk alongside all who experience being marginalised in our community.

We are seeking expression of interest for the position of Community Engagement Coordinator to assist with and support the coordination and communication of the many activities and events in our spaces. This position will be 20 hours per week. Some fixed and some flexible hours with some weekend and evening work required.

Key qualities sought:

- Generous in hospitality
- Passionate about community engagement
- Shares in our values of compassion, wisdom, justice, peace and kindness.
- Highly organised and reliable
- Good listening and communication skills
- Enjoys working as part of a collaborative and creative team
- Open and embracing of diverse expressions of the sacred and spirituality.

Position Description attached / available

More Information

Rev Greg Crowe... [gcrowe@netspace.net.au](mailto:gcrowe@netspace.net.au) / 0409174894

Description of Uniting Queenscliff – Point Lonsdale [www.unitingqueenscliff.org.au](http://www.unitingqueenscliff.org.au)

Applications to

Secretary Church Council C/O [gcrowe@netspace.net.au](mailto:gcrowe@netspace.net.au)

Or mail to 48 Gellibrand Street, Queenscliff 3225

Closing Date

30<sup>th</sup> June 2025

## **Community Engagement Coordinator Uniting Queenscliff–Point Lonsdale**

### **POSITION DESCRIPTION**

#### **About Uniting Queenscliff–Point Lonsdale**

The faith community of Uniting Queenscliff–Point Lonsdale (UCQPL) has created a vibrant and dynamic conversation in the wider Queenscliff and Point Lonsdale community about how we give diverse expressions to our sacred and spiritual journey. We are intentionally open and inclusive of all people.

We are more than a provider of religious goods and services. We are a people who seek to give space for a variety of community gatherings where...

*two or more people sit together,  
Seeing the other as they are,  
And the humanity of both is enhanced...*

Our core values are:

- Deepening our sense of community with each other and beyond.
- Living a communal life of kindness, hospitality, generosity and inclusivity.
- Honouring the dignity and sovereignty of the Wadawurrung, and opening our hearts and minds to the voices of First Nations people.
- Continuing to develop our response to climate change and environmental degradation as a key spiritual issue.
- Growing connections with and support for Refugees through local refugee networks and shared events.
- Recognising mental health challenges within our community and building resilience and wellbeing through spiritual growth.
- Being a safe and inclusive space for the LGBTIQ+ community to participate in and enrich our life together.
- Growing artistic and creative opportunities to explore meaning and nurture relationships with the wider community.

Our gathering spaces in Queenscliff and Kirks Place in Point Lonsdale are vibrant community centres that house a range of diverse events and activities that reflect these values, whether hosted by UCQPL or offered in partnership with community groups from diverse backgrounds.

#### **Role Purpose**

The Community Engagement Coordinator supports and promotes all aspects of community engagement and, together with the Minister, is the public face of UCQPL within the wider community.

The role also provides administration support so that activities run well and that people using spaces/facilities are safe, welcomed and supported.

Working closely as part of a small team comprising the Sacrededge Support Worker and the minister who facilitates the team, the Community Engagement Coordinator collaborates with the church council and other UCQPL groups to plan, promote and deliver activities and events that align UCQPL core values and intentions.

#### **Desirable experience and or demonstrated capability for this Role**

- Successfully planning and delivering community events and activities
- Engaging, coordinating and working with volunteers within the not-for-profit sector
- Effective promotion and communication using social media platforms
- Effective written communication for a variety of purposes and audiences
- Qualifications and or experience in community engagement and public relations
- Experience in a 'customer service' role, with a focus on addressing others' needs.

## **Role Requirements**

### **1. Hosting**

- Welcome visitors, regular users and newcomers
- Coordinate bookings of regular and new space users, with a goal of forming supportive relationships with them
- Responsible for invoicing, event ticketing (TryBooking), liaising with the Treasurer
- Liaise with space users regarding setting up and packing down of spaces.
- Coordinate the use of our equipment (sound, projection, kitchen, furniture)

### **2. Community engagement and communication**

- Organise and coordinate events and activities
- Invite and encourage voluntary participation from our UCQPL community and the wider community to assist with events and activities hosted by us
- Collaborate with existing and new users around events and activities
- Develop partnerships with community groups and organisations to present events and activities that nurture life
- Maintain and update our contact database (Mailchimp)
- Develop and assist event and activity promotion via a range of communication channels including flyers, website, Facebook, Instagram, emails, and print media/newspapers where appropriate, as well as personal networking.
- Communicate with compassion and kindness.

### **3. Administration and Facility Management**

- Prepare spaces for different uses, including seeking assistance in moving furniture.
- Ensure the property and equipment is maintained and clean and supplies are well-stocked. Liaise with our regular cleaners and gardeners. Liaise with Finance & Property Team.
- Maintain records for staff and volunteers: Working with Children Check, Responsible Service of Alcohol, Safe Food Handling certificates.
- Be the Safe Church officer
- Maintain our Liquor Licence

### **4. Team Work**

- Support and meet regularly with colleagues (Minister and Sacrededge Support Worker)
- Attend and report to meetings with the church council and other UCQPL groups
- Collaborate creatively with others and also take initiative.
- Communicate appropriately and effectively
- Show consideration, concern and respect for others' feelings and ideas

### **5. Give expression to the Sacred**

This Community Engagement role has developed with the aspirations and vision of the faith community of UCQPL. Having a sense of belonging to the UCQPL community and being an expression of our aspirations and vision is essential. Your connection and *embodying* of this expression will include

- A sense of life as sacred and awareness of our connection to all life.
- A respect and commitment to the environment and the natural world
- A sense of generous hospitality and intentional inclusion and openness
- Care and kindness to people in all their diversity
- Capacity to build trust and collaborative relationships

### **6. Other Requirements**

- Available to work some fixed and flexible hours (some weekend and evening work required)
- Obtain / provide current Working with Children Check
- Employment subject to completion of National Criminal History Check
- Work in alignment with the values and ethos of the Uniting Church in Australia.

**Remuneration** is based on the Level 5 Clerks Award rate