

Queenscliff Music Festival Inc.

Position Description



Title	Community Engagement Officer
Location	29 King St Queenscliff Victoria
Reports To	QMF Board
Direct Reports	None
Employment Period	This is a contract employment position for the 2023 calendar year.
Remuneration	The role is based on an average of 0.4 FTE (i.e 15.2 hours per week). The role will require working flexible hours to fulfill the requirement to meet with key community groups, their representatives and or members. The role will also support flexibility to support working from home. Remuneration is negotiable with reference to Live Performance Award rates + 10.5% Superannuation
Document Date	February 2023

POSITION PURPOSE

- Develop and implement an engagement plan to build community support for, and involvement with, QMF Inc. activities including the development of community-based organisation volunteer opportunities.
- Develop and assist in the implementation of a volunteer management framework that attracts, retains and develops the requisite skills of our volunteer base, both individuals and community organisations.
- Establish and implement QMF Inc. community contributions scheme to support community projects that progress QMF objectives.
- Work cooperatively with the QMF Inc. Executive Producer to enhance community engagement with events and community projects.

ORGANISATIONAL CONTEXT

Queenscliff Music Festival Inc. is a not-for-profit community-based organisation. QMF Inc. annually presents the Queenscliff Music Festival on the last weekend in November, as well as producing smaller events throughout the year including an annual concert series at the Queenscliff Town Hall.

After 25 years of operation, QMF Inc. has a sustainable business model that can produce surplus funds to be used to support the development of our local arts community.

Underpinning this success is the engagement of some 400 volunteers who provide a range of services pre, during and post QMF events. QMF Inc is keen to increase the utilisation of the diverse skills of volunteers and increase the volunteer effort from interested community groups, with QMF Inc reimbursing that organisation for their volunteer effort.

A key objective of QMF Inc is the development of a volunteer management plan that builds the volunteer capability of QMF across most aspects of its operations throughout the year, utilising individual volunteers, and community groups seeking to be involved in QMF events.

This objective is linked with QMF Inc building community understanding and recognition of the benefits of QMF Inc. and the establishment of a community-based grants program that utilises the earnings from accumulated funds to advance local arts, cultural and environmental projects.

QMF Inc has developed a three-year plan, an annual business plan and event plans for all events undertaken by QMF Inc.

Vision Statement

QMF Inc. is a creative and socially responsible organisation which engages and fosters the community and arts.

Mission Statement

Queenscliff Music Festival Inc. will:

1. Offer audiences unique experiences which are memorable, delivered in style and encourage diversity and inclusiveness.
2. Feature the depth and breadth of Australian contemporary artists, foster emerging talent, and embrace special international guests when appropriate
3. Provide events with high quality venues, services, management, and minimal environmental impact
4. Generate cultural and economic benefits to the local community
5. Foster and develop community ownership through a well-supported and enthusiastic team of staff and volunteers, and
6. Plan for long term sustainability through financial responsibility and good governance.

Values

- Creativity
- Community
- Integrity
- Social Responsibility

Key Relationships

Internal: QMF Inc. Board, Executive Producer, Event Operations & Production Manager, Client Service Officer, Financial Assurance Officer, Youth Coordinator, and volunteer teams.

External: Borough of Queenscliffe, local community organisations and schools, State and Federal Government Authorities and our event sponsors.

Child Safety

Queenscliff Music Festival Inc. is a Child Safe organisation. QMF Inc. will implement all necessary measures to ensure a safe and supporting environment, which endeavours to promote child safe, child friendly practices. All allegations of abuse and safety concerns received by QMF Inc. will be acted upon in accordance with relevant policies and procedures.

Community Engagement Officer Responsibilities

Increase volunteer capability and capacity

- Develop and assist in the implementation of a volunteer management framework that builds capability and capacity of volunteers to meet QMF objectives

Community Relationships

- Develop oversee and contribute to community engagement plans to increase support and involvement of community individuals and organisations in QMF Inc. activities.
- Promote community engagement and build long term relationships with varied community groups, local government and other stakeholders.
- Develop and effectively implement the Community Benefit Scheme to ensure transparency and community engagement.
- Ensure the Board is receiving timely and full information to support decision making.

Selection Criteria

Essential

- Demonstrated experience in successfully facilitating, developing and delivering policies, strategies and projects that increase community engagement and support volunteers.
- Highly developed conceptual skills and well developed written and verbal communication skills required to engage and provide information to a variety of audiences.
- Demonstrated ability to achieve outcomes in partnership and alliance with the community, government and non-government agencies, and QMF board, staff and volunteers.
- Eligible for a Working with Children Check approval
- Demonstrated values that align with QMF Inc. values.

Desired

- Knowledge or the ability to acquire excellent knowledge of the Microsoft Office suite, and other digital applications to support QMF Inc outcomes.

KPI's

- Increase in 3225 community group awareness and positive attitude of QMF Inc. activity and contribution to the community

- Development of a volunteer management plan to support recruitment of individual and community organisations in the conduct of QMF Inc activities.
- Identification of community groups interested in working with QMF Inc.
- Increase in community groups directly engaged with QMF Inc activities.
- Effective implementation of QMF Inc. Community Benefit Scheme
- Provide a written report to the Board at least bi-monthly.

Capability Profile

- Leadership
 - Demonstrate a commitment to organisational priorities and values, take personal responsibility, adhere to organisational policies and procedures and uphold confidential information.
- People management & teamwork
 - Approach all staff, volunteers and contractors with respect and consideration, collaborate effectively, and encourage continuous learning.
- Problem solving & decision making.
 - Embrace flexibility and lateral thinking, facilitate solutions, and make decisions based on an understanding of the relevant issues, information, and logical assumptions.
- Influencing
 - Seek to secure support and commitment from key stakeholders through the clear articulation of ideas and opinions and open dialogue, supported by information.
- Communication
 - Actively contribute to a positive and effective work environment through open and inclusive planning, continuous information sharing and transparent work processes.
- Customer service
 - Be accessible to colleagues and stakeholders, work to understand their needs, negotiate outcomes that are acceptable to all parties and deliver as agreed.

How to Apply

Your application should respond specifically to the Position Description and Selection Criteria and include your most recent CV with contact details of three referees.

- Deadline for applications
- Email applications to gpmutton@bigpond.net.au with Community Engagement Officer in the subject heading.

For enquiries please contact;

Geoff Mutton, President QMF Board

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