



Position Description Communications, Events and Engagement Officer

Lower Blackwood Land Conservation District Committee

POSITION DESCRIPTION

Nov 2023

1. TITLE

Communications, Events and Engagement Officer

2. SALARY PACKAGE

Public Sector CSA Agreement 2022

Level 4.1 - \$87,712 (Pro-rata 0.6FTE for 6 months) + Superannuation

Please note, there may be the possibility to extend the contract subject to organizational funding.

3. BACKGROUND AND OBJECTIVES

The Lower Blackwood River catchment extends south of Margaret River to Augusta and east to Nannup. The district is made up of producers from diverse and dynamic industries such as dairy, beef, sheep, horticulture, viticulture and other emerging new enterprises in a district which is growing both with urban expansion and new industry initiatives.

The Lower Blackwood Land Conservation District Committee (LBLCDC) formed in 1992 under the Soil and Land Conservation Act and since this date has operated with a vision to support the development of sustainable agricultural practices in the district. With an office north of Augusta in Kudardup, the group has developed and delivered projects such as Soil Management, River Restoration, Water Recycling, Biodiversity Protection and other projects related to improving land management and protecting soil and water resources.

LB LCDC works in partnership with local shires, grower groups and Government agencies to deliver several important natural resource management projects.

4. KEY DUTIES/RESPONSIBILITIES

1. Organisation and facilitation of LBLCDC events across all programs
2. Compose and format the monthly LBLCDC e-news & other community newsletter content
3. Managing the LCDC's social media accounts
4. Production of press releases and editorials for local media
5. Coordination of the Regenerative Ag in Practice 2024 program (participant liaison, activities & event coordination, project media & reporting)
6. Content collation and development for publications as required across all LCDC projects
7. Maintain the LCDC's contact database and event evaluation database
8. Assist the Communication and Engagement Manager and Executive

Officer with project reporting requirements

Note: Duties will be undertaken according to the LCDC Code of Conduct, policies, procedures and relevant government legislation including the Soil and Land Conservation Act.

5. SELECTION CRITERIA

ESSENTIAL

Qualifications and experience

1. Experience in a similar role
2. Experience in event coordination & management
3. Experience in writing for a range of mediums
4. Experience in managing a corporate/business/NFP social media profile
5. Experience in managing contact databases

Skills

1. Event management
2. Well-developed interpersonal skills including the ability to communicate effectively with a diverse range of persons
3. Good written communication skills including demonstrated report writing.
4. Organised and able to meet deadlines
5. Intermediate Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
6. Ability to work independently, investigate problems and provide practical solutions and information.
7. Demonstrated ability to work independently.
8. Demonstrated ability to work effectively as a team member.
9. Ability to drive on country and unsealed roads

DESIRABLE

Qualifications and experience

1. A qualification in event management, journalism, PR, marketing or a related field
2. At least 2 years experience in a similar role
3. Compiling analysis reports for website, social media and news media activity
4. Experience in the production of publications

Skills

1. Ability to develop and foster community relationships and assist in providing relevant information
2. Staging of launches and events
3. Multimedia design skills including graphic design
4. An interest in sustainable agriculture

6. ORGANISATIONAL RELATIONSHIPS

6.1 Reports to:

- (a) Directly reports to the Communications and Engagement Manager
- (b) When required, reports to the Lower Blackwood LCDC Management Sub-committee
- (c) Prepares and submits short bi-monthly reports to the Lower Blackwood LCDC Full Committee

6.2 Supervision of:

- (a) Program participants, event contractors and suppliers

7. EXTENT OF AUTHORITY

Can act within the framework of the LCDC under the Soil and Land Conservation Act and where necessary the direction of the Commissioner.