

# Community Engagement Coordinator VIC/SA



The Stroke Foundation is a national not-for-profit organisation that works with stroke survivors, carers, health professionals, government, and the public to reduce the impact of stroke on the Australian community. Our mission is to Prevent Stroke, Save Lives, Enhance Recovery.

## **Purpose of the program**

The Stroke Foundation Community Engagement program aims to raise the profile of the organisation to increase support for our activities across the Australian community. A major component of the program is to establish and develop partnerships with individuals and organisations nationally thereby facilitating engagement with these stakeholders at local levels to build participation, reputation and ensure high levels of engagement in Stroke Foundation programs.

There is a focus on activities related to primary and secondary prevention of stroke and stroke awareness campaigns.

The Stroke Foundation Community Engagement program provides Stroke Foundations national reach and local presence.

## **Purpose of the role**

Reporting to the Stroke Prevention Manager, the Community Engagement Coordinator VIC/SA is primarily responsible for actively promoting Stroke Foundation activities at a state level, and engaging organisations and individuals in key programs and campaigns including, but not limited to, Volunteer Program, Community Education, National Stroke Week, Stroke Awards, and Community Fundraising activities in order to increase reach, engagement, and revenue for the organisation.

Whilst the role is primarily servicing VIC/SA, there is a national approach to activities and an expectation that the Community Engagement Team members support each other's activities

## **Key Responsibilities**

- > Plan, develop and support state community engagement activities to ensure Stroke Foundation programs and campaigns achieve participation and/or financial targets
- > In consultation with the Stroke Prevention Manager and Marketing team, coordinate volunteers to deliver the StrokeSafe Program at a state level
- > Increase participation in Stroke Foundation community engagement programs and campaigns
- > Assist in the delivery of state-based public campaigns including, but not limited to, Stroke Week activities health check activations, Stroke Award activities and community fundraising events
- > In consultation with the People and Culture team, and in line with the national volunteer program processes and systems, support local volunteer recruitment, induction and participation at a state level
- > Develop, build and maintain positive relationships with organisations and individuals to support the growth and sustainability of Stroke Foundation programs
- > Ensure communication messages and strategies are consistent and aligned with the Stroke Foundation communication strategy and brand guidelines

### **Qualifications / Work Experience**

- > Relevant qualifications or work experience in one more of the following areas is highly desired, public health, health promotion, social practice and community engagement, community services, volunteer management, marketing or communications.

### **Skills**

- > Exceptional customer service and relationship building and coordination skills with clear ability to relate to people of varied ages, roles and cultural backgrounds
- > Excellent phone and face-to-face meeting skills, displaying a mature, ethical, professional manner along with a commitment to a high standard of performance
- > Well-developed written and verbal communication skills with the ability to positively inspire support from individuals, groups and organisations
- > High levels of attention to detail, quality control and adherence to administrative procedures
- > Excellent time management, organisational and planning skills with the ability to prioritise, be flexible and adapt to varying workloads and to effectively manage multiple tasks
- > Ability to work well in a collaborative team environment, as well as independently, assuming responsibility for strengthening relationships and assigned supporters, completing nominated tasks and being accountable and reliable

### **Experience**

- > Demonstrated experience in undertaking community engagement activities
- > Experience in working with a volunteer workforce (highly desirable)
- > Experience in planning, implementing, and evaluating local campaigns (desirable)
- > Experience in program/project development and delivery in not-for-profit sector (desirable)
- > Previous experience working locally whilst implementing a national strategy (desirable)

### **What's on offer?**

A flexible, innovative, and dynamic organisation with engaged knowledgeable staff and volunteers with the added benefits of competitive remuneration and salary packaging.

This is a fantastic opportunity to work with one of Australia's leading not-for profit organisations that has a positive influence on the lives of thousands of Australians each year. If you are passionate about making an impact, and want to be part of an organisation that is making a real difference in people's lives, please forward your resume with a covering letter to [recruitment@strokefoundation.org.au](mailto:recruitment@strokefoundation.org.au)

The Stroke Foundation embraces cultural diversity and strongly encourages suitably qualified people from all cultural backgrounds to apply.

Stroke Foundation is a bi-partisan organisation that delivers advocacy activities in line with the Australian Charities and Not-for-profits Commission (ACNC) guidelines. <https://www.acnc.gov.au/>

### **Pre-Employment Checks**

This position is subject to the following:

- > National Police Check
- > Working with Children Check
- > Evidence of up to date COVID-19 vaccination is required for this role (unless a valid exemption exists).