



## Cultural Engagement Coordinator

The purpose of this role is to grow the engagement of Multicultural Communities with Royal Life Saving across NSW and to develop and implement drowning prevention strategies, programs, and initiatives across NSW.

<b>Work Location</b>	Castle Hill, NSW
<b>Reports To:</b>	General Manager, Drowning Prevention and Education
<b>Direct Reports</b>	Nil
<b>Department</b>	Education and Health Promotion

## Selection Criteria

<b>Essential</b>	<ul style="list-style-type: none"><li>• Excellent communication skills – written and verbal.</li><li>• Demonstrated ability to communicate and build relationships with internal &amp; external stakeholders such as RLS members and aquatic facilities, LGA's, schools, community groups, and members of the public at all levels.</li><li>• Intermediate to advanced Microsoft Office Skills (word, excel, PowerPoint, Project).</li><li>• Excellent time management skills with the ability to multi-task</li><li>• Previous experience of working in Health Promotions or Community Education</li><li>• Strong attention to detail.</li><li>• Demonstrated ability to effectively work with and manage volunteers.</li><li>• Demonstrated experience managing events and/or programs/projects, including program evaluation.</li><li>• Previous experience developing and managing budgets.</li><li>• Previous experience developing and managing operational business plans.</li><li>• Proven ability to collaborate across department/portfolio areas.</li><li>• Current driver's licence.</li><li>• Some out of usual business hours and on call work and travel within NSW are inherent requirements of this role.</li></ul>
<b>Desirable</b>	<ul style="list-style-type: none"><li>• Tertiary qualifications or equivalent experience in management, program coordination, community services or similar.</li><li>• Knowledge of Royal Life Saving in Australia.</li><li>• Previous experience working for a community based/not for profit organisation.</li><li>• Previous experience/skills in public speaking/media.</li></ul>

## Key Roles and Responsibilities

<p><b>Stakeholder Management</b></p>	<ul style="list-style-type: none"> <li>• Develop and maintain relationships with Royal Life Saving Health Promotion staff at a state and national level as it pertains to multicultural drowning prevention agendas</li> <li>• Develop and maintain relationships with Royal Life Saving NSW Regional Offices to help grow the reach and consistency of community education.</li> <li>• Work closely with regional staff to identify organisations and individuals with a commitment to community education.</li> <li>• Provide advice, policy development and decision-making support to the RLSNSW General Manager and CEO.</li> </ul>
<p><b>Community Engagement</b></p>	<ul style="list-style-type: none"> <li>• Represent RLSNSW on a range of Multicultural Committees and working groups</li> <li>• Proactively engage with CALD community leaders (e.g. within places of worship) to gain support and assistance in water safety messaging engagement across the community</li> <li>• Attend relevant cultural committee meetings to increase networks &amp; proactively engage communities within our programs.</li> <li>• Work with the regional community education officer to establish and develop innovative, interactive, and engaging platforms for school community engagement &amp; education</li> <li>• Work with the regional community education officer to develop methods, such as video conferencing for long distance engagement &amp; education programs with regional and far west schools.</li> </ul>
<p><b>Program Delivery</b></p>	<ul style="list-style-type: none"> <li>• Oversee the implementation of the RLSNSW Cultural Competence Program</li> <li>• Work with other RLSNSW staff to implement Culturally Specific Adult Learn to Swim Programs</li> <li>• Effectively market swimming and water safety programs to cultural community agencies, schools, and other clients to ensure the achievement of KPIs</li> <li>• Coordinate communications to members and key stakeholders to support and promote community education programs and initiatives.</li> <li>• Assist in developing relevant grant proposals and in exploring other funding opportunities and manage acquittal / reporting requirements accordingly.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Adhere to the relevant RLSNSW policies and procedures that relate to RLSNSW Community Education programs.</li> <li>• Represent RLSNSW in a professional manner while undertaking work on RLSNSW Community Education Programs</li> <li>• Refer all media enquiries to the General Manager or the RLSNSW Marketing and Communications team</li> <li>• Assist the Senior Management Team with any other reasonable tasks as required.</li> </ul>