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| **Position - Identification**  |  |
| Position Title | Conversation Facilitator - Glenelg Shire 2040 Community Plan |
| Position Classification | The standard Hourly Rate will be $30.28 per hour. You will be paid an Hourly Rate of $42.39 per hour for work performed on weekends and evenings and an Hourly Rate of $66.61 per hour for work performed on public holidays. |
| Position Status | Casual between November 2019 – March 2020 |
| Area within Business | Operations – Project Delivery  |
| Date Updated | October 2019  |

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| **Position Objective** |
| To facilitate conversations with local residential and business community within Glenelg Shire. Both supporting the general community to have conversations and participate and eliciting ideas and feedback to assist with the development of the Glenelg 2040 Community Plan. In addition, this role will help with the facilitation of Community Reference Groups, appointed within Casterton, Heywood and Portland. Helping to run meetings, steer conversation and encouraging active participation. This may include: * Running meetings (preparing agenda, meeting time)
* Recording detailed feedback
* Approaching community members on the street
* Eliciting sometimes sensitive and personal information.
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| **About the Project**  |
| Glenelg Shire 2040 is an initiative of the Glenelg Shire Council. This project will lead to the development of a Community Plan. Preparation of a Community Plan is soon to be a legislative requirement under the Local Government Act (1989), a recent review has confirmed the need for Councils to have a “long-term plan setting out the aspirations of a community”[[1]](#footnote-1). Glenelg 2040 is the first of its kind for the Shire and will set the foundations for the next 20 years. It is an overarching strategic plan which will inform how the Shire will invest in community assets, plan future programs, and make Glenelg Shire an even better place to live, work or invest in.More information about the project can be found here <https://yoursay.glenelg.vic.gov.au/glenelg-shire-2040>.  |

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| **Conversation Caravan - the way we work:**  |
| We create and deliver engagement programs that encourage dialogue between decision makers and their communities. We translate the information gathered in a way that allows people to see their input in the project. For more information visit [www.conversationcaravan.com.au](http://www.conversationcaravan.com.au). **Vision** Bring decision makers and their communities closer together by creating meaningful opportunities for engagement. **Mission** To build the capacity of our clients and community to create social change. We do this by modelling and inspiring excellence, by being curious, working to build trust and understanding. **Culture** We approach projects with curiosity and creativity, we work in partnership with community and other providers. We look after each other and nourish our vitality through the work we enjoy and our heart projects delivered. We encourage each other to balance our work with play and family commitments. **Values** We are **consistent** in all of actions and behaviours We know it takes **determination** and grit to make positive social changeWe are responsible for maintaining our individual **vitality**, as this is our point of difference **Creativity** is embedded across and within all of our process, it is not a tokenistic gestureWe bring **curiosity** to every situation and project |

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| **Position – Organisational Relationships** |
| Reports to  | Director  |
| Supervises | -  |
| Key Internal Contacts | Senior Engagement Consultant, Engagement Consultant and other casual facilitators. |

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| **Position – Responsibilities**  |
| ***Responsibility*** | ***Outcomes***  |
| Assisting with the setup of the engagement activities | Ensuring the space is safe, attractive and welcoming to community and encourages participation.  |
| Welcoming participants and general community into the engagement activity  | Maximising participation and increasing the number of people reached.  |
| Following the engagement process outlined for the project  | Ensuing the engagement activities are meeting the expected outcomes of the client |
| Assisting to create a safe environment (free from hazards) | Ensuring the health and safety of the employees and participants in the activity.  |

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| **Position – Skills and Competencies** |
| Interpersonal Skills | * Ability to encourage conversation and stimulate discussion on a wide range of topic
* Ability to build rapport quickly with a variety of stakeholders (gender, race and age)
* Ability to manage and diffuse conflict in the event the project requires this.
* Ability to remain neutral and present an unbiased opinion.
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| Qualifications and Experience | * Experience in facilitating conversations with general community members
* Qualifications in social planning, community development or social work highly desirable
* Certification in IAP2 highly desirable.
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| Personal interest  | * Interest in community and their role in shaping cities
* Personal interest and experience participating in community building projects.
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To apply or to enquire:

Please send a cover letter, address the skills and competencies and a copy of your resume.

Cindy Plowman

hello@conversationcaravan.com.au

m: 0416 144 390

1. Department of Environment, Land, Water and Planning (2016) ‘Act for the future, Directions for a new Local Government Act. Available at <https://www.localgovernment.vic.gov.au/__data/assets/pdf_file/0042/397968/Act_for_the_Future_-_Directions_for_a_new_Local_Government_Act.pdf> [↑](#footnote-ref-1)