



1. OVERVIEW OF ROLE

POSITION TITLE:	Community Engagement Officer– Schools (part-time)
REPORTS TO:	Community Engagement Manager
LOCATION:	Flexible
TEAM:	Community Engagement Team
POSITION SUMMARY:	<p>The purpose of the Community Engagement Officer – Schools position is to inspire Lutheran school communities in South Australia to bring love to life by providing practical care for some of the most vulnerable people in the world.</p> <p>This position will travel to Lutheran Schools and use ALWS curriculum and chapel resources to deliver devotions and workshops on topics such as poverty, refugees, international justice, and international aid and development to primary and secondary students.</p>

2. PRIMARY DUTIES & RESPONSIBILITIES

KEY RESULTS AREA	KEY RESPONSIBILITIES	TASKS	WEIGHTING
Inspiring others through education.	<p>Deliver educational workshops in schools.</p> <p>Support development of educational resources.</p>	<ul style="list-style-type: none"> Use curriculum, chapel and ALWS product opportunities, along with stakeholder networking, to inspire staff and students and families of Lutheran schools to support the work of ALWS in both direct action and in supporting rights-holders to amplify their voice. Maximise key partnerships in Lutheran schools for increased reach and impact: <ul style="list-style-type: none"> Pro-actively seek opportunities to equip and inspire students, staff and the school family to take action to help others through ALWS Deliver Awareness Sessions, classroom lessons, school chapels and staff professional development Respond to requests by Lutheran schools for ALWS presentations. Identify opportunities to develop ALWS education and communication materials which have a specific link to relevant curriculum areas. 	65%

		<ul style="list-style-type: none"> • Work with the Community Engagement team to create, adapt, re-use and refresh material to develop ALWS learning resources that meet standard curriculum for Lutheran schools. • Recruit ALWS School Ambassadors who will lead their communities in advocating for sustainable development • Work collaboratively with the ALWS Communications Team and seek opportunities for synergy. 	
Fundraising support	<p>Inspire Lutheran schools to fundraising action.</p> <p>Develop and Maintain a Teacher Ambassador network who fundraise in their communities.</p>	<ul style="list-style-type: none"> • Support the implementation and integration of the following ALWS products in schools: <ul style="list-style-type: none"> ○ What's My Business? ○ Gifts of Grace ○ Walk My Way ○ Just One Hour • Invoice schools for Awareness activities provided 	25%
Nurturing relationships	Foster key relationships within the Lutheran School system in SA/NT/NSW/WA	<ul style="list-style-type: none"> • Maintain relationships with other church-based agencies, and the wider aid sector, especially in advocacy and community education-related issues. • Build relationships with staff and leadership in Lutheran schools across the region, exploring new ways of engaging school, church and supporter communities. 	5%

3. SECONDARY DUTIES & RESPONSIBILITIES

KEY RESULTS AREA	KEY RESPONSIBILITIES	TASKS	WEIGHTING
Learning and development		<ul style="list-style-type: none"> • Be equipped with information and understanding on aid and development themes such as gender equity, disability inclusion, rights-based empowerment approach, human rights etc. • Engage in training in areas of skill development, as required for ALWS Communications and Fundraising team e.g. Moceanic, Fundraising Institute Australia, ACFID, DFAT, etc 	5%

4. KEY RELATIONSHIPS

NATURE OF INTERACTION	KEY RELATIONSHIP
Reports to:	Community Engagement Manager
Direct reports:	N/A
Key internal stakeholders:	Community Engagement – Schools Community Engagement – Schools & Churches
Key external stakeholders:	Lutheran Church and Lutheran School system stakeholders

5. KEY PERFORMANCE INDICATORS

KEY PERFORMANCE INDICATOR	MEASUREMENT
Maximise opportunities to speak face-to-face with Lutheran schools	<ul style="list-style-type: none"> A presence in 60% of Australian Lutheran schools (Team KPI). This includes Awareness activities, chapel, devotions, Walk My Way, What's My Business and other ALWS products, either face-to-face or via zoom 50 presentations per year in Lutheran schools. This includes Awareness activities, chapel, devotions, Walk My Way, What's My Business and other ALWS products, either face-to-face or via zoom
People are equipped to bring love to life and amplify the voice of those at risk of being forgotten by the world	<ul style="list-style-type: none"> Annually, 70% of Lutheran schools donate to help those at risk of being forgotten through ALWS by end 2024 (Team KPI).

6. CRITICAL SUCCESS FACTORS

CRITICAL SUCCESS FACTORS	MEASUREMENT
Team collaboration	<ul style="list-style-type: none"> Contribute as part of the ALWS team by working toward best practice in collaborative problem solving Work collaboratively with team members across the organisation
Stakeholder participation	<ul style="list-style-type: none"> # Schools/#staff/#students that have participated in programs # Schools/#staff/#students that have donated

7. KNOWLEDGE, SKILLS, AND ATTRIBUTES REQUIRED TO PERFORM THIS ROLE

ITEM	DETAILS
Experience:	<ul style="list-style-type: none"> Experience in a relationship building role Experience publicly representing an organisation and public speaking
Qualifications:	<ul style="list-style-type: none"> Tertiary qualifications in Education (Desired)

	<ul style="list-style-type: none"> • Possess a current Australian driver's licence • Current passport or willingness to secure one
Skills and Knowledge:	<ul style="list-style-type: none"> • Ability to operate Microsoft Office applications at an intermediate level, including the following applications: Word, Excel, Outlook, and PowerPoint • Exemplary communication skills, including persuasive negotiating and public speaking abilities • Exemplary interpersonal skills, including the ability to network with people of diverse ages • Well-developed administrative skills • Excellent time management and organisational skills
Personal Attributes:	<ul style="list-style-type: none"> • Passion for supporting the poor and marginalised • A demonstrated capacity to influence and engage others • Self-motivated and resourceful, positive approach with the proven ability to multi-task, work autonomously and operate successfully in a fast-paced environment • Willingness to travel and work on weekends as necessary