



<b>POSITION DESCRIPTION</b>	
<b>Position Title</b>	Community Engagement Manager
<b>Reporting to</b>	General Manager – Marketing, Communications & Community
<b>Employment Status</b>	Full time (Contract position to 31 December 2022 – with a view to ongoing post 2022)
<b>Location</b>	Melbourne
<b>Salary</b>	\$70-75k plus superannuation

## **ABOUT COMMONWEALTH GAMES AUSTRALIA**

Commonwealth Games Australia (CGA) is the national body responsible for Australia’s successful participation in the Commonwealth Games and the Commonwealth Youth Games.

Our purpose is twofold: to drive Australia’s success at the Commonwealth Games and to create opportunities for communities to connect and celebrate our achievements. We strive to be the number one nation in the Commonwealth while inspiring and uniting communities through a sense of national pride. We deliver our vision and mission with dynamic leadership and innovation while demonstrating our values of inclusiveness, integrity, respect and excellence.

CGA works collaboratively with its member sports, stakeholders and other sport system partners to support Australia’s athletes in the pursuit of their sporting dreams.

CGA has embarked on a program of alumni, community and education program activities and events celebrating Australia’s Commonwealth Games history, whilst looking forward to the 2022 Commonwealth Games in Birmingham.

## **PRIMARY PURPOSE OF THE ROLE**

The Community Engagement Manager will work as a member of a small but dynamic marketing, communications and community engagement team in a role that is critical in building a vibrant and engaging Commonwealth Games Australia alumni program, delivering community engagement and education activities.

Telling the stories of Australia’s participation in the Commonwealth Games, celebrating our heritage, whilst also telling the stories of the present and future stars of Australian sport is central to our strategy. Creating opportunities to connect with communities through our current and alumni athletes is also an exciting element to our purpose.

The Community Engagement Manager will take the lead on projects that build our connection with our past, present and future Commonwealth Games team members. You will develop, implement and oversee new CGA community and education programs and ensure that CGA is active in connecting with our various communities. Establishing and maintaining strong relationships with athletes, alumni, member sports, community organisations and CGA stakeholders is key.

The ideal candidate will have experience within a member-based sporting organisation, and/or organisation with alumni as a central component of its activities. Education program, events and community activation experience in a sporting or member-based organisation will also be well regarded. Further developing and implementing existing programs including CGA’s Reconciliation Action Plan, the Kurt Fearnley Scholarship, Ron Clarke Griffith University Futures Scholarship and our Games-time community engagement plans will form the central focus of the role.

A passion for the Commonwealth Games, our sports and athletes along with an interest in the history of the Games is essential, as is the ability to play a key role in building our community and alumni engagement programs in the lead up to and during the Birmingham 2022 Commonwealth Games.

## KEY RELATIONSHIPS

External	Internal
Member Sports (NSOs)	General Manager Marketing, Communications & Community
Athletes and alumni	Communications & Digital Coordinator
Community Organisations and Schools	Birmingham 2022 Team Experience Lead
CGA Stakeholders and System Partners	Other CGA Staff
CGA Corporate Partners	CGA Committees and Working Groups

KEY RESPONSIBILITIES	PERFORMANCE MEASURES
<p><b>ALUMNI, COMMUNITY &amp; EDUCATION PROGRAMS</b></p> <ul style="list-style-type: none"> <li>• Work with the GM – Marketing, Communications &amp; Community to develop and implement the CGA engagement strategies across alumni, community and education activities</li> <li>• Drive the CGA alumni program of activities and events to strengthen the connection between our athletes past and present</li> <li>• Drive the implementation of CGA’s Reconciliation Action Plan</li> <li>• Manage the delivery of the Australian visit of the Queen’s Baton Relay ahead of the Birmingham 2022 Games</li> <li>• Develop and implement a ‘Games-time’ schools and community engagement program</li> <li>• Work with relevant partners to develop the CGA Education Program activities for the Birmingham 2022 Games</li> <li>• Play a role in the activities of the CGA Heritage &amp; Awards Committee in celebrating the history of Australia’s participation in the Commonwealth Games</li> <li>• Engage with Member Sports to achieve mutually beneficial community engagement outcomes</li> <li>• Facilitate collaboration between various stakeholders and community groups</li> <li>• Create mechanisms for the effective evaluation of engagement activities</li> </ul>	<ul style="list-style-type: none"> <li>• A robust Community Engagement Strategy is delivered to achieve CGA’s 2019-2022 strategic priorities.</li> <li>• Community Engagement activities and events that engage the CGA Alumni are implemented successfully with positive feedback from program participants</li> <li>• Effective partnerships are formed with external organisations to assist in delivery of CGA Community Engagement programs</li> <li>• Effective evaluation mechanisms for the success and promotion of all new Programs are developed</li> <li>• Report monthly on key community engagement outcomes</li> </ul>
<p><b>COMMUNICATIONS AND PUBLIC RELATIONS</b></p> <ul style="list-style-type: none"> <li>• Work with the CGA Communications team to assist in promoting CGA’s community activities, programs and presence as widely as possible</li> </ul>	<ul style="list-style-type: none"> <li>• Community Program is being amplified via digital and traditional media</li> </ul>

<p><b>BIRMINGHAM 2022 COMMONWEALTH GAMES</b></p> <ul style="list-style-type: none"> <li>• Develop and implement alumni, community and education program activations and events in the lead up to, and during, the 2022 Birmingham Commonwealth Games</li> <li>• Assist the Team Experience Lead with Australian Team experience activities in the lead up to and during the Birmingham 2022 Games</li> </ul>	<ul style="list-style-type: none"> <li>• A successful program of events and activations are conducted</li> </ul>
<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• Maintain the CGA Alumni database</li> <li>• Assist with any other duties or projects as requested from time to time by the CEO or General Manager.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish effective relationships with key stakeholders</li> <li>• Role model the CGA values</li> <li>• Duties or projects are performed within designated time frames and within budget.</li> </ul>

## POSITION REQUIREMENTS

### Knowledge and Skills

- Ability to develop alumni, community engagement and education programs
- Demonstrated skills in engaging with and building successful working relationships with a wide range of stakeholders from a variety of backgrounds
- Strong public speaking and/or facilitation skills for education, community and alumni programs.
- Able to set priorities and manage time effectively to achieve outcomes amongst competing priorities
- Demonstrated planning, organisational, event and project management skills with a can-do approach
- Experience using digital channels to enhance community engagement and alumni programs
- Excellent written and verbal communication skills, computer and database skills with the Microsoft suite.

### Qualifications and Experience:

- Experience in a similar community focused, membership or alumni role, preferably in sport
- Bachelor's Degree in Marketing, Communications, Sport Business Management or other relevant discipline
- Proven success in working effectively with and across diverse stakeholder groups and communities to achieve strategic goals

### Behaviours and Attributes

- Excellent communicator who enjoys a collaborative work environment
- A passion for and interest in sport, particularly the Commonwealth Games
- A passion to give back to the community through sport
- A commitment to diversity, inclusion and equality
- Well organised and thorough
- Self-starter who can work as part of a small, vibrant team and autonomously

### **Apply for this role**

Applications to: [recruitment@commonwealthgames.com.au](mailto:recruitment@commonwealthgames.com.au) by Sunday 1 August 2021.

For further details or a confidential discussion, please contact David Culbert, General Manager – Marketing, Communications & Community via the Recruitment email or on 0417 272 641