
Position Description – Community Engagement Lead

Position title: Community Engagement Lead

Role: Volunteer position on the Children's Rights Queensland Executive

Hours per week: average of 5-10 hours a month (need to have the ability to complete additional hours prior to and during Children's Week – October 2023)

Children's Rights Queensland:

Children's Rights Queensland (CRQ) was founded in 1971 and has a rich 50-year history of promoting the rights of children and supporting communities. A range of initiatives are delivered that raise awareness of the needs, rights and achievements of children. CRQ is focused on ensuring awareness of children's rights under the United Nations Convention on the Rights of the Child. A key role of CRQ is to convene Children's Week in Queensland each year, which celebrates the right of children to enjoy childhood.

Purpose of the position:

The role of the Community Engagement Lead is to facilitate meaningful engagement and interaction between CRQ, children, families, communities, and various stakeholders. You will play a crucial role in raising awareness about children's rights under the United Nations Convention on the Rights of the Child and organising and supporting Children's Week events.

Responsibilities and duties:

- Required to attend meetings of the Executive every 6-8 weeks
- Lead the organisation and delivery of a Children's Week community event
- Manage a dedicated budget for events
- Support with the delivery of community events throughout the year
- Identify and apply for funding outside of Children's Week each year
- Assist with providing data for reports
- Attend and support Child Rights Network meetings
- Engage CRQ Ambassadors and partners
- Complete any additional tasks as directed by the CRQ Executive

Role requirements:

- Experience building relationships and partnerships
- Event delivery and organisation experience
- Computer savvy; proficient in using Office 365
- Excellent communication and organisation skills
- A knack for problem-solving
- A team player
- Blue Card (Working with Children Check)

What you will get:

- An opportunity to volunteer for an organisation that values children and their rights.
- Experience planning and organising events.
- A chance to contribute your skills and expertise to an organisation that prioritises children's rights and wellbeing.
- Opportunities to collaborate with like-minded professionals, building connections and expanding your professional network.
- Experience implementing new and exciting child rights initiatives.

Relationships:

Details of relationships relevant to this role:

- This role reports to the Children's Rights Queensland President and Vice President.
- This role would work closely with and be supported by the Projects and Experience Officer.