
Position Description – Engagement Officer

Position title: Engagement Officer

Role: Paid position for a young person aged 16-18 years old.

Hours: average of 6 hours a month (need to have the ability to complete additional hours prior to and during Children's Week – October 2023)

Location: Queensland

Salary: \$35/hour (fixed-term contract with the opportunity to extend). You will need to have your own ABN and will be paid in monthly instalments.

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. The organisation's vision is for widespread awareness and education of children's rights in Queensland. 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 Engagement Officer is to advise and support the Executive and Projects and Experience Officer, assisting to deliver Children's Week and promoting and generating awareness of the rights of children as outlined in the United Nations Convention on the Rights of the Child.

Responsibilities and duties:

- Required to attend meetings of the Executive every 6-8 weeks
- Support the delivery of Children's Rights Queensland initiatives
- Support with creating content and delivering projects
- Attend and support Child Rights Network meetings and events
- Promote and generate awareness of children's rights
- Complete any additional tasks as directed by the CRQ Executive

Role requirements:

- Must be aged 15 to 24 years old
- Computer savvy; proficient in using Office 365
- Excellent communication and organisation skills
- A knack for problem-solving
- A team player

What you will get:

- An opportunity to work for an organisation that values children and their rights.
- Experience working with dedicated volunteers and professionals.
- A chance to contribute your skills and knowledge to an organisation that prioritises children's rights and wellbeing.
- Opportunities to collaborate, network, build connections and expand 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, Vice President and Projects and Experience Officer.