

SHIRE OF COCOS (KEELING) ISLANDS

VACANCY: COMMUNITY DEVELOPMENT OFFICER – CULTURE AND HERITAGE

The Shire of Cocos (Keeling) Islands is seeking applications for a Community Development Officer – Culture and Heritage. This position is full-time and is a Level 3 to Level 5 (dependant on experience), it is primarily based in the Home Island administration office.

The key areas of responsibility include but are not limited to:

- Assist with planning and co-ordination of cultural and heritage activities and events for the Shire.
- Assist with developing/introducing funding programs specific for cultural and heritage activities.
- Conduct surveys with the Home Island Seniors for future and long-term cultural projects.
- Review and develop external funding programs and other programs specific for Cultural and Heritage.
- Assist with coordinating and promoting any community cultural events and provide regular updates in the Atoll Newsletter, social media and Community Notice board.
- Liase with WA Museum on regular basis as required for Cultural and Heritage programs.

About you:

The successful candidate will be able to demonstrate the desired experience and abilities below:

- Demonstrated good interpersonal, public relation and communication (verbal and written) skills.
- Demonstrated ability to organise events, prioritise tasks, manage time, monitor budgets etc.
- Experience dealing with culturally and language diverse communities and groups.
- Experience identifying and managing grants funding opportunities and other grant reporting required.

If you are a highly motivated individual who is eager to learn, then we encourage you to apply for this exciting opportunity and start your career in Community Development Officer – Culture and Heritage.

Desired to your success:

- Completed Year 12 or equivalent.
- Completed Certificate IV in Community Development or willingness to work towards.
- Hold a current unrestricted C-class Territory driver's licence.
- Completed / Willing to undertake a National Police Clearance (no more than 3 months old) and a Working with Children Check (WWCC).
- An Australian or New Zealand citizen or permanent resident.
- Committed to work in alignment to Council's values.

Applicants wishing to apply for this opportunity are to submit a copy of their current resume and a covering letter addressed **confidential** to the Human Resources Officer (not more than 2 pages) addressing why you are interested in and suitable for this role. Applications can be mailed, hand delivered or emailed to lanif.yakin@cocos.wa.gov.au

For more information about this position, please contact the Community Development Coordinator: adim.hajat@cocos.wa.gov.au or by telephone on (08) 9162 6649. A copy of the Position Description can also be obtained from the Shire's website: <https://shire.cc/en/your-council/employmentopportunities.html>

Applications close at 4:00pm Friday, 24th November 2023.