

Position Description

Position Title	Community Activator
Job role	Community stakeholder engagement / library customer service
Award classification	Band 5
Status	Permanent part-time, 0.8 FTE
Hours of work	Specific Engagement as per EA, 56 hours per fortnight
Department and Division	City & Urban, Community Experience
Starting Location	Biyal-a Armstrong Creek Library
Reports to	Library Coordinator
Salary range	\$74,798 - \$86,015
Approved by	Director, Community Experience
Date	April 2024
Contact Officer	Justine Hanna, Manager, Library Service Operations – Justine.Hanna@grlc.vic.gov.au or on 0417 492 518

About the role

The Community Activator role activates library spaces through community engagement and developing strategic partnerships to deliver offers catering to community need, prioritising community-led initiatives.

The role will work with departments across GRLC to develop, deliver and evaluate programs and collections for area of responsibility that align with established library priorities and community engagement principles. This role sits within the Community Experience directorate.

Under general direction, the main duties of the role are to:

- Utilise Community Engagement techniques to identify and engage with community and develop opportunities and initiatives that promote engagement with library spaces and services
- Support community members and organisations in self-organising activities, programs and events in library spaces in consultation, collaboration and partnership with GRLC internal stakeholders
- Develop community relationships that engage diverse groups, perspectives and abilities, enhancing accessibility to promote community support and inclusivity
- Participate in duties required as part of the Geelong Regional Library Corporation team, including, but not limited to supervising teams in lieu of senior staff, attending relevant meetings, shelving, desk shifts
- Undertake customer service duties as rostered in any branch of the library service as required
- Ensure that all information is handled and managed in accordance with GRLC's Privacy Policy
- Work collaboratively to consult and share information with colleagues, provide advice, actively engage in problem solving and knowledge transfer and seek input from others to achieve goals
- Apply the principles of GRLC Values, Code of Conduct, Child Safety and Wellbeing, workplace diversity principles, work health and safety and collaboration within a work and team environment

Experience or qualification requirements:

- Well-developed knowledge and understanding of community engagement techniques
- Strong experience in working with community, community venue programming or a related field
- Experience in development, delivery and evaluation in programming for adults
- Ability to work with, understand and anticipate the needs of library customers
- Demonstrated skills in written and verbal communication including presentations, summarising research and preparing reports
- Relevant Tertiary qualification/s in Library or Community Engagement, and/or relevant sector experience
- Current Victorian Drivers Licence

Who we are

The Geelong Regional Library Corporation's (GRLC) purpose is to provide a thriving public library service that boosts our communities' health, prosperity, connectedness and belonging. This is particularly pertinent as we contribute to the recovery of our region during and post pandemic.

We are a consistently recognised leader in Victoria's public library sector and provide services across the five local government areas that are part of the G21 region. This includes 20 libraries and 3 mobile library services. We create safe and welcoming spaces for everyone and host a rich calendar of learning and cultural programs and events with live audiences and via online platforms.

We continue to embed an organisational culture that is curious, caring, skilled and confident to experiment during these transformative times. We are focussed on establishing strategic transformative frameworks and systems that will ensure we are known as a sustainable, well governed, and future focussed organisation.

We aspire to be regional leaders in technology and innovation so that, as the custodians and distributors of accumulated knowledge and resources, we can ensure universal access for everyone in our growing region, whether online, in our libraries, or through outreach and innovative partnerships.

Are you eligible?

To be eligible for the role you must be an Australian citizen, permanent resident or have appropriate work rights in Australia.

The successful candidate will be required to provide the following prior to commencing employment with GRLC:

- a Police check (no older than 6 months)
- a current Employee Victorian Working with Children Check

How to apply

You need to apply through our [e-recruitment system](#).

Your application will need to include:

- A resume
- A cover letter (500 words maximum), describing how your skills, knowledge, and experience/qualifications would enable you to perform the duties of the role taking into account the "[Performance Expectations](#)" at the relevant classification and the [GRLC Vision](#) and Values

Geelong Regional Library Corporation is proud to be a workplace that champions diversity. Our commitment is for our people to be safe, included and supported so that they can be at their best. As an equal opportunity employer, we encourage applications from First Nations peoples and people with diverse gender identities and expression, ethnicity, cultural background, sexual orientation, ability and age. We look for the right values, skills and knowledge to build our capabilities so that we can best deliver for and represent our community.