



Position Description  
Consultant (Communities)

Projectura is a specialist consulting studio that truly believes every person deserves to feel healthy, well, valued and to have strong community connections. We provide expertise to government, health and community-focused organisations so they can achieve great outcomes for their communities.

We focus on improving public places, promoting social justice, giving everyone a voice, and planning for communities. Our services include community engagement and planning, social planning, placemaking, corporate strategy, business improvement, and project management.

We have a happy workplace where employees can prosper as people, parents, friends, family members and involved community members. We're flexible with when and how we do our work so long as our clients only ever have great experiences working with us. As a small team, we work closely together. We support each other to be our best, which is one reason why our clients love to work with us. You will be encouraged in your professional development and supported to work in the way that works for you.

### Position purpose

We're seeking a *Consultant (Communities)* who understands the importance of being a team player and doing what needs to be done to meet a deadline and exceed expectations. Your job is to support internal project teams to deliver client projects, deliver marketing and communications, and contribute to the studio success.

You will work on a broad range of client projects which focus on improving public places, promoting social justice, giving everyone a voice, and planning for communities.

### Position details

<b>POSITION TITLE:</b>	Consultant (Communities)
<b>BASED IN:</b>	Corowa, NSW
<b>EMPLOYMENT TYPE:</b>	Permanent part-time 0.8FTE (4 days a week)
<b>SALARY</b>	\$78,000 (pro rata) including super
<b>CONTACT:</b>	Karina Bonnitcho   0407 502 449

## About Projectura

We:

- Research and assess community needs.
- Create and implement community engagement plans.
- Plan community facilities, infrastructure, and public places.
- Write plans and strategies to improve long-term outcomes for disadvantaged population groups.
- Develop whole-of-organisation corporate plans and strategies.
- Deliver communications and education.
- Review facilities and services.
- Write grants and proposals.
- Facilitate and coordinate working groups.
- Empower people to work with authorities to plan for their futures.

## What you bring to the team

### Skills

- Data collection. Strong skills in data collection, review and analysis. We look at data most days so good skills in statistics are vital.
- Research. Be a keen reader of both literature and people. You must be able to elicit information in two main ways: reading the learnings of others and listening to people.
- Organisation. Can work individually and collaborate with team members to prioritise work and advance business development.
- Communications. Outstanding written, verbal and visual communications skills, and be able to communicate complex information succinctly using clear and simple language and graphics.
- Interpersonal. Love generating strong and productive relationships with people. This includes clients, stakeholders, suppliers, and the broader community.
- Event coordination. You will have skills in coordinating small events, workshops, meetings, and engagement activities projects on time, within budget, to specification. You will have excellent documentation skills.

### Knowledge

You will have knowledge, understanding and appreciation of:

- Community engagement, community development and social justice principles.
- Local government.
- Strategy development and implementation.
- Working with stakeholders, teams and communities.

## Qualities/Attributes

You are:

- Curious and ask the right questions to advance work efficiently.
- A hearts and hands in type of person who does what needs to be done to keep a small team kicking goals!
- A keen learner who is passionate about developing themselves within a team.
- Community minded and actively participate in your community.
- A team player who focuses on advancing organisational goals.
- A hard worker who takes pride in getting the job done, exceedingly well.
- Clean and neat, and able to support great internal operations.
- Reliable and timely arriving at work, turning up to meetings, delivering work, and responding to people.
- Detail oriented.
- Friendly and personable in all situations.

## Selection criteria

1. Tertiary qualification in social planning, community development, health promotion, business or a related field.
2. A minimum of 3 years relevant work experience.
3. Demonstrated experience in data collection, literature review, and research.
4. Excellent written, visual and verbal communication skills.
5. High levels of motivation, curiosity, and a “can-do” attitude.

## How to apply

If you'd like to be part of our team working on great projects, please email a one-page covering letter and a two-page resume to [hello@projectura.com.au](mailto:hello@projectura.com.au).

If you have any questions, call Karina Bonnitcha on 0407 502 449.