

# Position Description



## Community Engagement Officer

Wesley Community Housing

January 2026

### Agreement

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Signed–Manager

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Date

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Signed–Employee

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Date

## Overview of Wesley Mission

Wesley Community Services Limited, a company limited by guarantee pursuant to the Corporations Act 2001, is a Public Benevolent Institution operating as Wesley Mission to conceive, develop and deliver services and programs to provide direct relief of poverty, sickness, suffering, distress, adversity, disability, destitution, and helplessness in New South Wales and other parts of Australia as inspired by the work of Jesus Christ in Word and deed.

Our vision is: "...doing all the good we can because every life matters".

Out of Christian love and compassion we are driven by Soft Hearts: Open Hands: Sharp Minds (and) Hard Feet.

Our strategic plan is based on four key directions, namely:

- Deepening our Word & deed
- Claiming our prophetic voice
- Extending our impact
- Strengthening our organisation.

The range of community services we provide is amongst the most diverse of any Australian organisation. We are one of the largest community services organisations operating in NSW and the ACT, our work extending to other states and territories through our work in suicide prevention.

## Overview and purpose of Wesley Community Housing

The purpose of Wesley Community Housing is to fulfil our Purpose and Vision, and achieve our Mission and Strategic Plan, by delivering safe, secure, and affordable housing solutions for those most in need.

As a registered Community Housing Provider, Wesley Community Housing is responsible for delivery of quality tenancy and property management services across a range of housing options, where both the needs and obligations of tenants and Wesley Mission are met; with the purpose of achieving safe, secure housing and assisting tenants to access life-enhancing opportunities, and to engage in safe and inclusive communities.

Services include a range of housing programs including, crisis and transitional accommodation, general social housing and affordable housing, specialist disability accommodation and unique housing programs such as Wesley Kickstart.

Its work is inspired by the organisation's vision, guided by its mission, informed by its strategy and underpinned by its values.

## Purpose of role

The purpose of the role is to support the Team Leader - Community Engagement with the design, management, and delivery of a range of innovative community development and tenant engagement programs. The role works collaboratively within the program and in partnership with internal and external stakeholders to assist our tenants to transform their social housing experience and broaden the choices available to them.

This role is responsible for supporting the Team Leader - Community Engagement to identify opportunities for programs and projects and to deliver initiatives that will support tenants to achieve social outcomes and maximise their life choices. The role is responsible for the day-to-day delivery of activities that support tenants to feel more connected to their community and Wesley Community Housing.

This role is responsible for:

- Supporting the Team Leader - Community Engagement and working collaboratively with all staff within the Community Housing program
- Working independently outside the office; networking with partners and other agencies; planning and participating in community events with tenants and the team
- Working collaboratively with the Tenancy teams in relation to complex tenant issues
- Tracking performance against KPIs
- Ensuring information is recorded in the Housing Management System in a timely and accurate manner
- Communicating with tenants in relation to engagement activities
- Quarterly check ins (survey of tenants)
- Reporting and Managing Hoarding and Squalor funding
- Providing back up coverage and support for other team roles as advised by Supervisor

## Relationships

Reports to:	Team Leader - Community Engagement, Wesley Community Housing
Key relationships:	Wesley Community Housing team, Wesley Mission services
Industrial instrument:	Tenants, applicants, other government, and community agencies including Department of Communities and Justice (DCJ)

## Major role responsibilities

### Our clients

- Facilitate connections between tenants and the wider community, provide information and advice to tenants and their support agencies, facilitate referrals to other agencies or Community Housing Providers where appropriate
- Adopt a 'No Wrong Door' working framework to ensure all who contact Wesley Community Housing are appropriately supported either within Wesley Mission's support systems or with another relevant service provider
- Support the Team Leader - Community Engagement to assess and evaluate needs of our tenants and design and deliver appropriate community engagement events and activities
- Support the Team Leader - Community Engagement to design and deliver regular activities that support tenants to feel engaged and connected within their community and with Wesley Community Housing
- Foster 'whole of person' approach to all Community Housing activities to enhance the client experience
- Build and maintain positive relationships with internal and external Wesley Community Housing stakeholders and our tenants
- Identify existing services in the community and within Wesley Mission that will support tenants with opportunities to improve their experience and quality of life across the range of wellbeing indices
- Support the Team Leader - Community Engagement to facilitate partnerships with other agencies, organisations and within Wesley Mission to provide opportunities, including but not limited to recreational activities, cultural activities, skills training, social groups, personal development, employment, and community education activities
- Provide tenants with information about their rights and provide regular forums for tenants to voice their opinions actively and appropriately on matters that affect them
- Ensure timely response to enquiries and contact from external stakeholders, including our tenants, applicants, suppliers, government agencies, community organisations and the other members of the public
- Execute preparation of delegated administration tasks such as letters, SMS or email communications, printed materials, reports, newsletters etc.
- Actively source tenant feedback, analyse and evaluate opportunities for improvement and present recommendations to your manager
- Actively engage with tenants to encourage participation in organisational programs and initiatives
- Be a strong ambassador for Wesley Community Housing and Wesley Mission.
- Provide referrals to other Community Housing Providers where appropriate



## Our People

- Work collaboratively with all team members to ensure the successful delivery of Wesley Community Housing programs and services
- As outlined in the business plan, document progress using the Employee Contribution & Development template and participate in the review process with supervisor
- Ensure all policies and procedures are understood and adhered to, seeking clarity from supervisor as required
- Champion and support a positive service culture across Wesley Community Housing that is supportive, proactive, non-judgemental, and reflective of Wesley Mission's values
- Engage in monthly one on one meetings with manager to discuss progress and performance
- Ensure Position Description is up-to-date and identify career training and professional development opportunities
- Attend and participate in all scheduled Wesley Community Housing meetings; or other meetings, as directed by supervisor or Head of Community Housing
- Attend meetings as required to represent the interests of Wesley Community Housing as directed by supervisor or Head of Community Housing
- Ensure all Human Resource (HR) policies and procedures are understood and adhered to
- Ensure all requests from supervisor or Head of Community Housing regarding risk assessments, safety on visits to premises, call-ins, updating of calendar with details of appointments are adhered to, to ensure your safety and that of others
- Promote and ensure adherence to Wesley Mission brand
- Regularly report to supervisor regarding team issues such as resourcing needs, performance, training/development, leave, work, health & safety issues
- Identify and recommend opportunities to increase team satisfaction
- Follow all policies, procedures and practice that are relevant and sensitive to the local communities and tenants, keeping in line with Wesley Mission policy and procedures and contract requirements
- Actively reflect the continuous improvement principles

## Our operations

- Engage with tenants, other roles within the program, and support agencies to increase tenant participation in community engagement programs and initiatives
- Identify opportunities to create new partnerships with other agencies/support providers, volunteers, corporation partners and other community groups to grow the network of support for tenants
- Actively engage in community engagement and development, capacity building, social planning, and networking activities in the sector to stay abreast of current approaches and opportunities
- Coordinate tenant meetings, tenant stories, tenant advisory groups, and other activities on time and in budget, in line with the Community Engagement Strategy and annual plan, as agreed with your supervisor
- Support the Program and Reporting Officer and Team Leader - Community Engagement to identify and submit applications for grants and funding opportunities to support the delivery



of projects to enhance the environment in which tenants reside and other opportunities for developing our tenant communities

- Support the Team Leader - Community Engagement to design and deliver projects, collaborating with community partners, to improve our properties to provide opportunities for social inclusion for tenants, such as, but not restricted to, community gardens, outdoor communal areas, community rooms
- Provide regular reporting on activities and Risk Assessments as directed by your supervisor
- Report on and provide input to a range of reports to funding bodies, partner organisations and other internal or external stakeholders, as directed
- Efficiently and accurately enter and maintain up to date tenant records on database/housing and property systems and all Wesley Community Housing registers, and other records as directed
- Follow timely implementation of Wesley Community Housing policies and procedures; and compliance with residential tenancy agreement and NSW Registrar of Community Housing guidelines to meet requests for responsive and planned maintenance
- Develop and maintain positive relationships with NSW Housing, local councils, other Community Housing Providers, and any other relevant services that support tenants to sustain their accommodation
- Record Community Engagement team meeting minutes
- Support the various partner agencies in their accommodation outcomes for people who are homeless or at risk of homelessness
- Work collaboratively with internal stakeholders, including Wesley Mission programs and services and head office support functions
- Ensure all activities are in line with Wesley Mission's policies and procedures and meet contract expectations
- Attend to other matters as required by the Team Leader - Community Engagement or Head of Community Housing

#### Our financials

- Deliver community engagement activities within agreed budgets and timing; and operate within the financial policies and budgets of Wesley Mission
- Develop and maintain relationships with an extensive network of agencies to support tenants to achieve outcomes of successful sustainable tenancies, improved social housing experience and their life goals
- Ensure all expenditure and Community Housing projects are delivered to budget and seek opportunities to minimise expenditure where possible
- Monitor, maintain and review processes for best practice in keeping with Wesley Mission Policy and Procedures and audit corrective action plans in consultation with the Head of Community Housing
- Support the responsible management of program funds in accordance with Wesley Community Housing and Wesley Mission funding and financial reporting expectations
- Provide feedback to your supervisor to evaluate relevant partnerships and stakeholders in accordance with achieving increased sustainable occupancies, supporting our contract goals and requirements



- Support the Team Leader - Community Engagement in the facilitation of meetings and forums with relevant partners and stakeholders in the community

## Professional responsibilities

- Support and work in a way that is consistent with the organisation's mission of continuing the work of Jesus Christ in Word and deed
- Ensure your own health and that of others by behaving safely at all times in relation to work. Report hazards and incidents to your supervisor and in accordance with the organisation's Work Health & Safety Management Framework Manual, related safety policies and procedures and site/service procedures. This includes taking part in safety consultations and safety investigations within your service to help resolve them in a timely manner
- Comply with mandatory requirements for the role including completing all mandatory training required by the organisation
- Comply and cooperate in good faith with all legislative, regulatory, policy and procedure requirements pertaining to your work
- Act in good faith in the organisation's best interests, exercise due care and skill in your work, follow reasonable directions, maintain honesty and integrity and the trust and confidence of the organisation, and a positive reputation of the organisation
- Attend functions, meetings, seminars, training courses and events as required by your supervisor
- Participate at least annually in the Contribution and Development Plan process for your role for recognition, compliance and development.
- As directed, other activities to support the delivery of the Wesley Community Housing Business Plan and Wesley Mission Strategic Plan, as requested by your supervisor
- Responsibility under the Work Health & Safety Act, for the health and safety of all persons they met, during employment. Ensure that all hazards and injuries are reported in accordance with Wesley Mission's Work Health and Safety procedures
- In relation to Wesley Mission and the Uniting Church in Australia, attend such functions, meetings, seminars, training courses as directed by supervisor
- In relation to Wesley Mission, attend worship services as encouraged by your supervisor
- Responsibility for own professional development and training
- Participate in Wesley Mission's Orientation program, to gain an understanding of, and promote, the application of the EEO, Affirmative Action, Privacy Act, Work Health & Safety Act, and other relevant legislation
- Administer Wesley Mission's philosophy of care and other relevant policy documents as appropriate
- Demonstrate responsible stewardship of all resources, and willingness to report impropriety in keeping with the values of Wesley Mission



- Ensure the reputation and integrity of Wesley Mission is maintained at all times
- Maintain confidentiality

## Performance Measures

Performance expectations will be set during probation. Thereafter performance measures will be agreed as part of your personal Contribution and Development Plan.

## Selection criteria

To be successful in this position, you must possess the following:

### Demonstrated behaviours

- Conduct consistent with the organisation's Code of Conduct and:
  - Work in accordance with the organisation's Vision, Mission and Values
  - Value people through kindness, respect, care and support
  - Foster trust through honesty, integrity, reliability and fairness
  - Demonstrate personal accountability including in your conduct, compliance, commitment, performance and quality of the service you provide
  - Contribute to a positive and highly engaged work environment through a positive manner and being a good colleague, collaborator and team player
  - Willingness to affirm Wesley Mission's vision, mission, and values
  - To be able to build trust and develop relationships
  - To be patient, kind, caring, supportive and a good listener
  - Have a positive and flexible approach to working in a dynamic environment
  - Be a highly organised professional with excellent attention to detail and demonstrate initiative
  - To display emotional maturity and resilience
  - Relate well to a range of people with sound listening and problem-solving skills; and work within a strengths-based approach
  - Be a people person who finds enjoyment engaging with others including vulnerable community members
  - Demonstrated ability to work unsupervised as well as an effective team player with a positive and proactive approach
  - Ability to engage in clear decision-making whilst working with a supportive and collaborative working style



- Ability to maintain confidentiality at all times

### **Essential skills/knowledge**

- Experience supporting vulnerable community members with empathy, following organisational procedures
- Background in tenant management, community engagement, or related social housing roles
- Knowledge of NDIS and My Aged Care
- Strong interpersonal, listening, and communication skills; able to build trust and address needs
- Initiative, flexibility, accountability, organisational ability, problem-solving, attention to detail
- Self-motivated, capable of working independently and collaboratively
- Skilled at developing and maintaining stakeholder relationships
- Personal values align with Wesley Mission Vision and Values
- Competent knowledge and application of the Microsoft Office environment
- Satisfactory National Criminal History Check clearance
- Current unrestricted drivers' licence and access to a motor vehicle to use for work (kilometre reimbursement will be paid)
- Senior First Aid Certificate or willingness to obtain
- Working with Children's Check
- NDIS Workers Check

### **Desirable skills/knowledge**

- Experience in a not for profit or community service organisation.
- Experience in community consultation, networking or relationship building
- Skills in community event planning
- Experience working in the not-for-profit sector

### **Training and qualifications**

- Minimum Certificate III in Community Services or other related discipline

### **Agreement**

In signing page one, I confirm I have read, understand and agree to work in accordance with this position description. I also understand that this position description is not exhaustive and agree to comply with all reasonable requirements of me in addition to those specified in the position description.