



Position Description

Position Title:	Community Programs Officer
Position Classification:	Band 4
Position No:	43103
Position classification:	Library Programs Officer
Status:	Permanent Part Time
Hours per week:	22.5
Position revised on:	1 August 2023
Directorate:	Community Development
Business unit:	Customer Experience and Learning
Service area:	Lifelong Learning
Location:	Walyalup Civic Centre
Reports to:	Library Manager
Reporting line:	N/A

1 Primary objective(s) of the position

- Improve outcomes for community members through lifelong learning programs in the City of Fremantle.
- Build connections with internal and external stakeholders, including not-for-profit organisations and government agencies.
- Develop and deliver innovative programs and events that encourage community learning, encourage community connections and enrich and inspire the Fremantle community.

2 Duties

Programs

- In response to community need and aspiration, develop lifelong programs to be implemented at appropriate venues in the City of Fremantle.
- Identify and support community organisations to develop and deliver events and programs that meet community need and aspiration.
- Develop, support and evaluate programs implemented to create a sense of place at City facilities based on community need and aspiration, including but not limited to, the Fremantle Library and The Meeting Place.
- Ensure program content and information is included in the City's term programs and scheduled newsletters.
- Develop marketing for programs and assist in ensuring marketing is developed cohesively for all supported and delivered learning programs.
- Develop partnerships which support the aims of the position.
- Support professional library and community services including customer service provision, program delivery, staff and customer training.
- Set up and pack up resources, in support of lifelong learning programs, within OH&S policies and procedures.
- Perform other duties as required.

Administration

- Identify, prepare and acquit grant and other funding opportunities to support the aims of the position.
- Report and contribute to strategic, corporate, budget and forward planning processes as part of the lifelong learning strategic team.

Leadership

- Recruit volunteers to support programs and provide leadership, training, mentoring and supervision.
- Provide leadership to volunteers and students on placement, ensuring effective supervision, development and support.
- Proactively support the preferred organisational culture and work with the organisation to achieve this culture.

3.1 Selection Criteria - Essential

- Substantial experience in the development, implementation and evaluation of events, projects, plans and programs.
- Demonstrated experience delivering public programs for diverse audiences in a public library service or cultural institution.
- Substantial experience developing partnerships with external service providers and community groups.
- Sound knowledge of community development, community engagement and adult learning.
- Demonstrated project management, research, analytical and report writing skills and experience.
- Demonstrated experience supervising staff, placement students and/or volunteers.

- A tertiary qualification and/or significant experience in libraries, community development or event management.
- Demonstrated experience with Microsoft Office suite and Windows environment.
- Current WA 'C' class licence, working with children check and current St John first aid certificate (HLTAID003 or equivalent).
- Ability to work weekends and after hours as required.

3.2 Selection Criteria - Desirable

- Effective understanding of the public library and community places and their service provision.
- Experience working in Local Government or similar.

4 Risk Management and Occupational Health and Safety

- Ensure you work safely, complying with all the City's work health and safety policies and procedures.

5 Other Specific Details

Extent of authority	This position operates under broad direction but within limits of City policy and relevant legislative constraints.
Position has purchasing authority in line with procedure	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>