



# COMMUNITY FACILITATOR – EAST GIPPSLAND, VIC

DEPARTMENT/UNIT	Fire to Flourish / Monash Sustainable Development Institute
FACULTY/DIVISION	Office of the Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)
CLASSIFICATION	HEW Level 7
DESIGNATED CAMPUS OR LOCATION	East Gippsland, VIC

## ORGANISATIONAL CONTEXT

---

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit [www.monash.edu](http://www.monash.edu).

The **Deputy Vice-Chancellor (Research) and Senior Vice-President (DVCR)** is responsible for the development, implementation and continuous improvement of the University's research vision within the changing landscape of higher education, ensuring delivery of accountabilities within the context of the University's strategic plan. Reporting to the President and Vice-Chancellor and as an integral member of the University's executive team, the DVCR further advances the University's research performance, diversifies research funding, oversees research infrastructure strategy, and fosters interdisciplinary and transdisciplinary areas of excellence, collaboration and innovation within Monash and with global research partners. Further information about the University's organisational and governance structure is available at [www.monash.edu/about/structure](http://www.monash.edu/about/structure).

As a leading interdisciplinary research and education institute, **Monash Sustainable Development Institute (MSDI)** is advancing the wellbeing of people and planet, for current and future generations. Monash University has a wealth of sustainable development expertise across its ten faculties. MSDI engages across Monash to bring together applied and transdisciplinary researchers, practitioners and students to advance systems transformation for sustainable development; and provides a platform to create change through deep collaboration, working in close partnership with government, industry and communities to amplify our impact. MSDI is also host to the Sustainable Development Solutions Network (SDSN) Australia, New Zealand and Pacific Regional Centre. We offer forward-thinking study programs and courses that enable people and organisations to engage with and respond to some of the biggest environmental, economic and social issues facing our world today. For more information, please visit [www.monash.edu/msdi](http://www.monash.edu/msdi).

The **Fire to Flourish Program** is a partnership between Monash University, the Paul Ramsay Foundation, Metal Manufactures Pty Ltd, and The Australian Centre for Social Innovation. It was formed in response to the

2019/2020 Australian bushfires which aims to build resilience in communities experiencing entrenched disadvantage that were affected by the bushfires. The Program brings together a consortium of partners with the University's transdisciplinary research capabilities to work with these communities over a 5-year program to build resilience and develop the connections and leadership to shape their trajectories towards a thriving future through community-led processes. The Fire to Flourish Program will develop an inclusive, participatory and evidence-based model for strengthening resilience across social, built, natural, institutional and economic domains. The Program has a significant focus on supporting communities to lead their own local initiatives and connect with each other to create the capacity, conditions and solutions for their long-term resilience. The underlying principles for the program are: be community-led; foreground Aboriginal wisdom; enhance inclusion and self-determination; be strengths-based and trauma-informed; be holistic and impactful; learn, adapt and evolve.

## POSITION PURPOSE

---

The purpose of the **Community Facilitator** is to organise and facilitate gatherings of East Gippsland community members to ensure local perspectives and knowledge are leading resilience planning, participatory granting, capability building, placemaking, networked learning, data governance activities in the delivery of the Fire to Flourish program.

Key foci of the role are:

- To foster a network of informal relationships with the view to building and deepening connections within the community;
- to give voice to the community by enhancing opportunities for a diversity of community perspectives, values and aspirations through meaningful participation;
- to ensure that resilience building activities are inclusive of Indigenous, Non-Indigenous, young people, seniors, LGBTQBTI+, CALD and people with disabilities.

The Community Facilitator Role will be supported by the Community Lead Role, with cultural and capability support provided by the Fire to Flourish Indigenous Engagement Lead and Executive Lead for Community. The position also provides support to projects and events and undertakes a variety of general administrative duties to meet the operational demands of the Fire to Flourish team.

The Community Facilitator provides a range of complex administrative services to support the Fire to Flourish Program strategies, programs and initiatives. The Community Facilitator is a key liaison point between the community, university and internal and external client groups, and works closely with internal partners such as the Fire to Flourish Indigenous Engagement Lead and Executive Lead for Community to ensure alignment with the Fire to Flourish Program.

This role is based in the Local Government Area of East Gippsland (VIC) with a focus on communities as determined by the community led selection process.

**Reporting Line:** The position reports to the East Gippsland Community Lead working under broad direction

**Supervisory Responsibilities:** Not applicable

**Financial Delegation:** Not applicable

**Budgetary Responsibilities:** Not applicable

## KEY RESPONSIBILITIES

---

1. Acting as a point of contact for your community in relation to the F2F Program
2. Facilitating community co-design processes, working closely with local community co-designers
3. Advocating and giving voice to community priorities, aspirations and actions to establish strong community-led resilience responses/approaches
4. Creating safe spaces for your community to express their views and opinions

5. Identifying, engaging and supporting community members that represent a diversity of community experiences
6. Facilitating access to the various resources and support from the F2F Program
7. Working as a highly effective member of a team of community facilitators, maintaining a strong community-led focus
8. Participate in Community of Practice of Community Facilitators (network across 4 LGAs), including capability building for your own growth and practice
9. Contributing to program planning that identifies goals relevant to local engagement, local research and local capability building
10. Supporting community research, data analysis and management
11. Other duties as directed from time to time

## **KEY SELECTION CRITERIA**

---

### **Education/Qualifications**

1. The appointee will have:
  - A degree qualification in a relevant field with extensive relevant experience; or
  - extensive experience and management expertise in technical or administrative fields; or
  - an equivalent combination of relevant experience and/or education/training.

### **Knowledge and Skills**

2. An understanding of working with a diverse range of community stakeholders including Indigenous, Non-Indigenous, young people, seniors, LGBTQBTI+, CALD, people with disability
3. An understanding and appreciation of the unique position of Aboriginal and Torres Strait Islander people and cultures in your community
4. Ability to work with a range of stakeholders at a local level
5. Confidence to bring people together, share ideas and facilitate group discussions
6. Demonstrated commitment to advocating for community change that is grassroots led
7. Proficient management skills, ability to work as part of a team as well as independently;
8. Strong planning and organisational skills, with the ability to establish priorities, manage resources and meeting deadlines
9. Ability to motivate community members and coordinate community action
10. Capacity to be aware of, control, and express emotional intelligence and to handle interpersonal relationships empathetically
11. Lived experiences of the 2019/2020 Bushfires and the ability to articulate and share these experiences

## **OTHER JOB-RELATED INFORMATION**

---

- This role is based in the Local Government Area of East Gippsland (VIC) with a focus on communities as determined by the community led selection process
- Travel to other campuses of the University may be required
- Travel to regional NSW and Victoria will be required
- This position will involve travel to various locations, some of which are not easily accessible via public transport

- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
- A current satisfactory Working with Children Check is required

## **GOVERNANCE**

---

Monash University expects staff to appropriately balance risk and reward in a manner that is sustainable to its long-term future, contribute to a culture of honesty and integrity, and provide an environment that is safe, secure and inclusive. Ensure you are aware of and adhere to University policies relevant to the duties undertaken and the values of the University. This is a standard which the University sees as the benchmark for all of its activities in Australia and internationally.