

**Office of Helen Haines MP**

<b>Job Title:</b>	<b>Electorate Officer - Community Liaison and Events Officer</b>	<b>Job Category:</b>	EO-A
<b>Location:</b>	Wangaratta or Wodonga	<b>Travel Required:</b>	To Canberra once per year and regular travel around the electorate.
<b>Salary:</b>	<i>Commonwealth Members of Parliament Staff Enterprise Agreement 2020-23: Salary Range: \$58,846 - \$73,098</i>	<b>Position Type:</b>	Initial 12 month contract with three month probation.
<b>Electorate Staff Allowance:</b>	In addition to the salary, an Electorate Staff Allowance may be applicable.	<b>Reports to:</b>	Chief of Staff
<b>Superannuation</b>	15.4%	<b>Last reviewed:</b>	November 2023

**RESPONSIBILITIES**

This role will liaise with the Indi Community on key policy and advocacy issues ensuring that the MP is visible, accessible, and engaged with constituents across the electorate.

1. Coordinate a community engagement plan in line with the Office Strategic directions including a range of high-impact programs and events with volunteers and the broader Indi community.
2. Develop and implement plans for the MP's mobile office and visits in the community in collaboration with other staff and volunteers including working with the media advisor to ensure appropriate media coverage and notification to constituents,
3. Accompany the MP and manage any constituent enquiries when in the field.
4. Liaise with volunteers in local communities to ensure the MP's engagement across Indi is effective and engaging and the volunteers' expertise is valued to full effect.
5. Prepare high quality written content; including but not limited to event agendas, community events copy for the fortnightly newsletter, briefings and social media posts relating to local engagement as directed by the Chief of staff
6. All other responsibilities as lawfully directed by the Chief of Staff or MP

**SELECTION CRITERIA**

1. Experience in stakeholder engagement, customer service and/or campaigning.
2. Fantastic interpersonal, communication and networking skills, including written communication, and consultation.
3. The ability to effectively plan and manage concurrent projects.
4. Knowledge and experience of working with communities with diverse needs.
5. Advanced time management and organisational abilities and a demonstrated ability to manage competing priorities according to deadlines.
6. Attention to detail and high-level organisational skills
7. Demonstrated ability to take the initiative and work as part of a team.
8. Honest and reliable work ethic.
9. A passion for helping rural and regional communities to thrive and an interest in Australian politics.
10. Ability to work cooperatively in a close, collaborative environment.
11. A sense of humour would be highly appreciated.