



Job Description: Community Programs Officer

Location	<i>Bundaberg Office - 111 Targo Street. Hybrid – home and office-based depending on operational needs</i>
Employment	<i>Part time or Casual (24-30 hours per week)</i>
Award	<i>MA000002 Private Clerks – Level 5-6</i>
Rate	<i>Part time \$31-\$37 per hour or Casual \$40-\$47 per hour based on experience</i>
Contract	<i>Immediate start to December 2026</i>
Reports To	<i>Head of Programs and Partnerships</i>

About Wide Bay Kids

Wide Bay Kids envisions a thriving, resilient and inclusive Wide Bay community where every family, young person and individual feels connected, supported and empowered to participate fully in community life. We see a region where access to information, services and opportunities strengthens wellbeing, builds belonging, and creates lasting social connection across generations.

Our goal is to bring people, services, businesses and community groups together to solve local challenges and create opportunities for connection, growth and wellbeing. Through practical, place-based engagement, evidence-informed programs, and community-led initiatives we aim to improve access to support, foster meaningful relationships, and strengthen social and economic outcomes across the Wide Bay region.

We are guided by values that reflect the heart of our work:

- **Community** – fostering belonging and connection so people feel part of something bigger.
- **Connection** – bridging gaps between families, businesses and services to enhance access and participation.
- **Family** – uplifting parents, caregivers and children through accessible support and opportunities.
- **Safety** – promoting wellbeing and child-friendly environments that support healthy development and confidence.
- **Support** – recognising barriers to access and creating pathways that bring assistance within reach.
- **Inclusion** – championing diverse voices and ensuring everyone is welcomed, valued and empowered to engage.

Together, we work to build a stronger, more connected Wide Bay where all community members can thrive.

Position Summary

The Community Programs Officer is responsible for the end-to-end delivery of a portfolio of programs that strengthen community connection, resilience and access to support across the Wide Bay region.

This is a hands-on, community-facing role with accountability for program planning, delivery, partnerships, budgets, reporting and evaluation. The role works closely with the Programs and

Partnerships Lead, the Community Programs and Administration Officer, funders, delivery partners and community stakeholders to ensure programs are delivered effectively and in line with funding requirements.

Key Responsibilities

Community Program Leadership

- Lead the delivery of your portfolio of programs;
 - Connected in Crisis
 - FOOD: Help Happens Here
 - Bundaberg Youth Partnership

Provide overall program leadership, ensuring activities are delivered in line with program design reporting directly to the Head of Program & Partnerships.

Budget Management

- Monitor and track program activity against budgets ensuring spending aligns
- Work closely with the Programs and Partnership Lead to ensure accurate financial reporting

Reporting, Monitoring and Evaluation

- Ensure evidence is captured to demonstrate outputs, outcomes and impact
- Collect data, monitor and evaluate activities
- Prepare clear, accurate and timely insights
- Contribute to organisational learning and continuous improvement

Stakeholder and Partnership Engagement

- Build and maintain strong relationships with community organisations, services, councils and other stakeholders
- Collaborate with community networks, members, partners and volunteers
- Harvest local community needs and opportunities through co-design activities
- Collaborate with volunteers, stakeholders and delivery partners involved in programs

Program Planning, Coordination and Promotion

- Plan, coordinate and deliver program activities including events, workshops, meetings and community engagement activities.
- Coordinate logistics, venues, schedules, registrations and resources required for program delivery.
- Work with internal staff and external partners to ensure activities run smoothly and safely.
- Support promotion of program activities through appropriate communication channels in collaboration with the Programs and Partnerships Lead and communications support.
- Ensure activities are accessible, inclusive and responsive to local community needs.

Community Program Support (Internal Cross-Program)

Contribute to planning and delivery as required of other Wide Bay Kids initiatives, including but not limited to:

- What's for Dinner Noah
- The Good Things Digital Mentoring Program
- The Cook Club
- Women Thriving Events
- Kids in Safe Seats (KiSS)
- Welcome to Bundaberg
- Workforce Advisory Council
- Family and Baby Network
- Easter in the Gardens
- The Nest Bundaberg Community Hub
- Future programs as they are developed

Communications and Program Promotion

- Contribute to promotion of programs within your portfolio in line with Wide Bay Kids guidelines.
- Collect and manage participant consent, images and stories for use in stakeholder communications, marketing, reporting and acquittals.
- Provide program content for the Wide Bay Kids website and social media channels, working with communications support as required.
- Identify opportunities to promote programs and share community impact and outcomes.

Essential Skills and Attributes

- Excellent written and verbal communication skills
- Strong organisational and project management skills
- Ability to manage multiple programs and competing priorities
- Strong stakeholder engagement and relationship-building capability
- Confidence working in community-based and partnership-driven environments
- Sound understanding of program budgets and financial accountability
- Strong digital skills and willingness to learn new systems
- Ability to work independently and collaboratively
- Commitment to inclusive, strengths-based and community-led approaches

Desired Experience

- Qualifications in community development, project management, event coordination or relevant industry experience
- Experience delivering community, health, education or not-for-profit programs
- Experience managing funded projects, reporting and acquittals
- Experience in place-based community development and engagement
- Experience working with volunteers and community partners
- Familiarity with tools such as Microsoft, Google Workspace, Canva, ActiveCampaign, ChatGPT, Trello or similar

Mandatory Requirements

Wide Bay Kids Community Inc is committed to the safety and wellbeing of children and young people. This role must uphold the National Principles for Child Safe Organisations and comply with all child safety and safeguarding policies and procedures.

- Satisfactory National Police Check
- QLD Working with Children Check (Blue Card) or willingness to obtain
- Current C Class Driver's Licence
- Ability to work occasional evenings or weekends and undertake local travel as required

Award Classification. Award: MA000002 Private Clerks

Level 5 Overview: *Part time \$31 per hour or Casual \$41 per hour based on experience*

Employees at this level have specialist knowledge and experience, contribute to planning and objectives, and may supervise staff, schedule workloads, resolve operational issues and assist with training. Working with autonomy, using initiative, professional judgement and sector knowledge to manage programs, partnerships and outcomes.

Level 6 Overview (Out of Award) *Part time \$37 per hour or Casual \$47 per hour based on experience*

Employees at this level are senior project practitioners with extensive experience and a high level of responsibility. They lead the delivery of complex community projects and provide day-to-day leadership to team members and volunteers. Working with a high degree of autonomy, using initiative, professional judgement and sector knowledge to manage programs, partnerships and outcomes. They are responsible for overseeing multiple projects or workstreams, ensuring delivery targets, budgets and reporting requirements are met.