

ROLE:	Community & ESO Engagement Coordinator
REPORTS TO:	Chief Executive Officer (CEO)
PARALLEL SUPPORTS:	Finance/Membership/Events/Advocacy
KEY STAKEHOLDERS:	External Providers: Ex-Service Organisations (ESOs), community groups, and stakeholders Internal Providers: VESPIIA members and Operational Committee teams.
STATUS:	Volunteer Position

ORGANISATION OVERVIEW

The Veterans, Emergency Services & Police Industry Institute Australia (VESPIIA) is a for-impact organisation built to support the supporters, acting as a peak body for the organisations, staff and volunteers working to deliver support and programs to Veterans, Emergency Services, Police and their families.

VESPIIA achieves this through providing advocacy and lobbying on behalf of the sector, professional development and networking events, resources and other support, to ensure our members can deliver the best possible support to the community.

ROLE OVERVIEW

The Volunteer Community & ESO Engagement Coordinator will strengthen VESPIIA's connections with Ex-Service Organisations (ESOs) and community groups. This role involves building partnerships, fostering collaboration, and ensuring community voices are reflected in VESPIIA's initiatives and advocacy efforts.

KEY RESPONSIBILITIES

1. Community and ESO Engagement
 - Develop and maintain relationships with Ex-Service Organisations (ESOs), community groups, and other key stakeholders.
 - Act as a liaison between VESPIIA and external organisations to promote collaboration and shared goals.
 - Identify opportunities for partnerships that align with VESPIIA's mission and enhance its impact.
2. Event and Program Support
 - Collaborate with the Events team to support community-focused events and programs.
 - Coordinate ESO involvement in VESPIIA initiatives, ensuring their needs and perspectives are considered.
 - Represent VESPIIA at community events, forums, and meetings to raise awareness of its work.
3. Stakeholder Communication
 - Facilitate regular communication with ESOs and community partners to share updates on VESPIIA activities.
 - Gather feedback from stakeholders to identify community needs and opportunities for improvement.
 - Support the development of materials and resources to engage community partners effectively.
4. Administrative Support
 - Maintain records of community and ESO engagements, partnerships, and outcomes.
 - Track progress against engagement goals and prepare updates for the Operational Committee.
 - Assist in creating reports that highlight the impact of community engagement efforts.

SKILLS AND COMPETENCIES

- **Interpersonal Skills:** Ability to build and nurture strong relationships with diverse stakeholders.
- **Communication Skills:** Clear and professional written and verbal communication.
- **Collaboration:** Strong teamwork skills to work effectively with other volunteers and partners.
- **Organisational Skills:** Ability to manage multiple tasks and maintain detailed records of stakeholder interactions.
- **Empathy and Understanding:** A commitment to understanding and addressing the unique needs of veterans and community groups.
- **Passion for Service:** A dedication to supporting those who serve our communities.

QUALIFICATIONS AND EXPERIENCE

- Prior experience in community engagement, partnership development, or stakeholder relations is beneficial but not required.
- Enthusiasm for contributing to a volunteer-driven organisation.
- Familiarity with the needs and operations of ESOs or community organisations is a plus.

COMMITMENT AND EXPECTATIONS

- **Approximate time commitment:** 3-5 hours per week, flexible based on availability and deadlines.
- Attend monthly Operational Committee meetings (virtual or in-person as required).
- Maintain regular communication with committee leads to report progress.

SUPPORT PROVIDED

- Orientation to VESPIIA's mission, goals, and processes.
- Access to templates, resources, and team support for engagement-related tasks.
- Opportunities for skill development and networking within the sector.