

## Community Development Officer

### 6 months Fixed Term Contract

Fixed Term Contract | Great work environment | Competitive Employment Conditions

#### Join the Shire of Irwin – Make a Lasting Impact in Community

The Shire of Irwin is seeking a passionate and community-minded Community Development Officer to join our team on a 6-month fixed-term contract, with the option of a further 6-month extension.

Based in the picturesque coastal town of Dongara, this role offers a unique opportunity to contribute to initiatives that enrich community life and promote engagement, inclusion, and local wellbeing.

As the Community Development Officer, you will work collaboratively with the community, local organisations, and stakeholders to deliver programs, events, and projects that align with the Shire's strategic community priorities. You'll also play a key role in supporting community groups with grants and building long-lasting partnerships across the region.

The position will provide administrative and organisational support in all relevant areas of community and associated service provision.

#### About You

To be successful in the role, you should have:

- A qualification in a discipline relevant to dealing with the public and preferably in the field of community services, and/or minimum 2 years work experience in a community development role.
- A genuine passion for community development and making a positive local impact
- Experience in planning, delivering, and evaluating community programs and events
- Strong skills in building relationships with a wide range of stakeholders, including residents, local groups, and service providers
- Proven ability to prepare, manage, and acquit community grants
- Excellent communication, organisational, and problem-solving skills

**Interested?** Confidential enquiries can be made to Farah Boksmati, Acting Manager Community Services on 9927 0000.

#### How to apply

Applicants are required to submit a cover letter, resume and address the selection criteria detailed within the Position Description which can be viewed on our website [www.irwin.wa.gov.au](http://www.irwin.wa.gov.au).

Applications can be emailed to [hr@irwin.wa.gov.au](mailto:hr@irwin.wa.gov.au)

#### Applications close at 5pm on Monday 5<sup>th</sup> May 2025

*The successful candidate will be required to provide proof of eligibility of working rights in Australia; hold a National Police Clearance (no older than 6 months), a Working with Children Check and willing to undergo a pre-employment screening to include a medical and drug and alcohol testing.*

*The Shire of Irwin reserves the right to commence short-listing prior to the closing date and is an equal opportunity employer proudly promoting an all-inclusive and safe work environment.*

*Shane Ivers*

**Chief Executive Officer**  
**Shire of Irwin**

**innovation**  
**accountability**  
**integrity**  
**respect**

**A Brilliant Blend**