

Position Title:	Engagement Officer
Reports To:	Team Manager
Position Type:	Volunteer
Time Commitment:	4-15 hours per week

POSITION PURPOSE

The purpose of this role is to raise awareness of GIVIT across Australia with donors and community organisations, encourage registration of new eligible organisations to the GIVIT service, re-engage dormant organisations and provide training and development for organisation team members to build uptake of the GIVIT platform.

ROLES AND RESPONSIBILITIES

Function	Tasks
Community Engagement	<ul style="list-style-type: none"> • Research, source and engage community organisations • Build GIVIT's profile and raise awareness of GIVIT amongst donors and charities throughout a specific region assigned including donors, ensuring the organisation's brand is protected and enhanced • Develop and maintain strong relationships with organisations to identify and respond to the needs of their clients, including in times of disaster • Identify story-telling opportunities, take photographs and regularly feed this information through to the marketing and communication team for social media and website content
Event Attendance	<ul style="list-style-type: none"> • Work with GIVIT's communications team and relevant State Manager to identify and schedule events throughout the year • Prepare for events by ensuring all collateral and equipment is packed within the van or sent ahead to a venue in time for the event

SKILLS AND EXPERIENCE

- **Excellent networking skills and enjoys connecting and engaging with people**
- Positive and friendly personality
- Competent computer skills including Word and Excel
- Excellent oral and written communication skills
- Works independently and in team environment
- Willingness to be contacted and, if available, assist during times of disaster
- Police check required

"When you join the GIVIT team you become part of the GIVIT Family. We look for people who value kindness and empathy; act with integrity and respect as well as support all without judgement, discrimination or bias. If you are looking for a workplace that values your life experiences, passion and desire to make a real difference in local communities and in Australian lives, then you belong in the GIVIT Family."