



RECRUITMENT INFORMATION PACKAGE

Community Development Officer

PART TIME / FLEXIBLE HOURS

Applications will be accepted until Close of Business on **Friday 30th January 2026**.

Enclosed is the following information to assist you in applying for the abovementioned position with the Shire of Bridgetown-Greenbushes.

- Copy of the advert calling for applications
- Position Description
(Note this document contains the selection criteria for the position)
- Information for Prospective Applications - includes information on how to submit an application.

If you have any queries regarding the position please contact Careers on (08) 9761 0807 or via email to careers@bridgetown.wa.gov.au.

PREVIOUS APPLICANTS WILL STILL BE CONSIDERED BUT DO NOT NEED TO REAPPLY

VACANCY

Community Development Officer

PART TIME / FLEXIBLE HOURS

The Shire of Bridgetown-Greenbushes is seeking a motivated and community-focused Community Development Officer to support the delivery of inclusive, vibrant and connected community programmes and initiatives. This role works closely with residents, community groups and key stakeholders to strengthen participation, wellbeing and local initiatives across the Shire.

This role has the option of being full-time OR part-time and the Shire will provide flexibility around hours for the right candidate.

Why Join Us?

The Shire of Bridgetown-Greenbushes values innovation, collaboration and community.

As part of our team, you'll benefit from:

- A monthly RDO
- 50% membership discount at the Bridgetown Leisure Centre
- 12% Superannuation plus 3% when an employee contributes 5%
- Salary Packaging available to all employees
- Working from home options available for the right candidate
- Flexible working options available

At the Shire of Bridgetown-Greenbushes, we live our values:

- Welcoming – We foster inclusion and approachability
- Community Minded – We work collaboratively with and for our people
- Creative – We seek better ways through innovation
- Sustainable – We consider the future in every decision
- Cost-Effective & Accountable – We ensure value for our community

Applicants need to provide a resume and cover letter of no more than two pages long stating why you are applying for the position.

For further information on this position, contact Careers on 08 9761 0807.

Applications close on Friday 30th January 2026.

POSITION DESCRIPTION

1. POSITION TITLE COMMUNITY DEVELOPMENT OFFICER

2. DEPARTMENT CORPORATE, ECONOMIC AND COMMUNITY DEVELOPMENT

3. AWARD COVERAGE AND CONDITIONS

- Level 4 of the Local Government Officers' (WA) Award 2021.

POSITION OBJECTIVES

To support the development, coordination, and implementation of programmes, events and initiatives that support community wellbeing, inclusion, participation, and connection. The role strengthens relationships with community groups and stakeholders to deliver initiatives in keeping with Council priorities and community needs.

5. REQUIREMENTS OF THE POSITION

5.1 Skills

- Ability to work as part of a team and effectively communicate and operate in keeping with the diverse and adaptable requirements of the role.
- Well-developed interpersonal, reliability and public relations skills.
- Good analytical, time management and organisational skills
- Ability to develop and maintain effective relationships with all stakeholders.
- High level of computer literacy and proficiency.
- Community engagement and project/event facilitation skills and ability to learn new skills as required

5.2 Knowledge

- Good working knowledge of Community Development principles and practices
- Understanding and working knowledge of project and event management

5.3 Experience

- At least 3 years' experience in a community development role within local government or similar.
- Exposure to best practice principles in the achievement of continuous improvement in an organisation.

5.4 Qualifications

- Completion of a recognised tertiary qualification in a relevant discipline and/or equivalent experience.

6. KEY DUTIES/RESPONSIBILITIES

- Support the planning, development and delivery of community development projects emanating from Council plans and initiatives such as the Youth Friendly Community Plan, the Reconciliation Action Plan, the Disability Access and Inclusion Plan and the Senior's Programme.
- Facilitate the planning and delivery of the Shire's annual events such as the Australia Day Celebration, the Thank a Volunteer Function, the Community Christmas party, and other shire events as directed.
- Coordinate the Entrance to Town Banners project
- Support community groups to deliver programmes in keeping with Council's Plan.
- Assist with the coordination and delivery of the Shire's Community Grants Programme
- Assist with stakeholder meetings including Advisory Committees of Council, interest and community groups, and individuals.
- Other duties as required.

WORK, HEALTH AND SAFETY

7.

- Ensure compliance with WHS legislation and Council policies, promoting a culture of work health and safety within the team and escalating significant issues to the Community Development Coordinator
- Report all accidents, incidents and hazards.
- Conduct risk assessments and complete job safety analysis prior to the commencement of tasks where relevant.
- Eliminate and control hazards in the workplace using the hierarchy of controls.
- Complete required training to ensure all tasks are carried out in a manner to protect the safety of yourself, your colleagues and the general public.

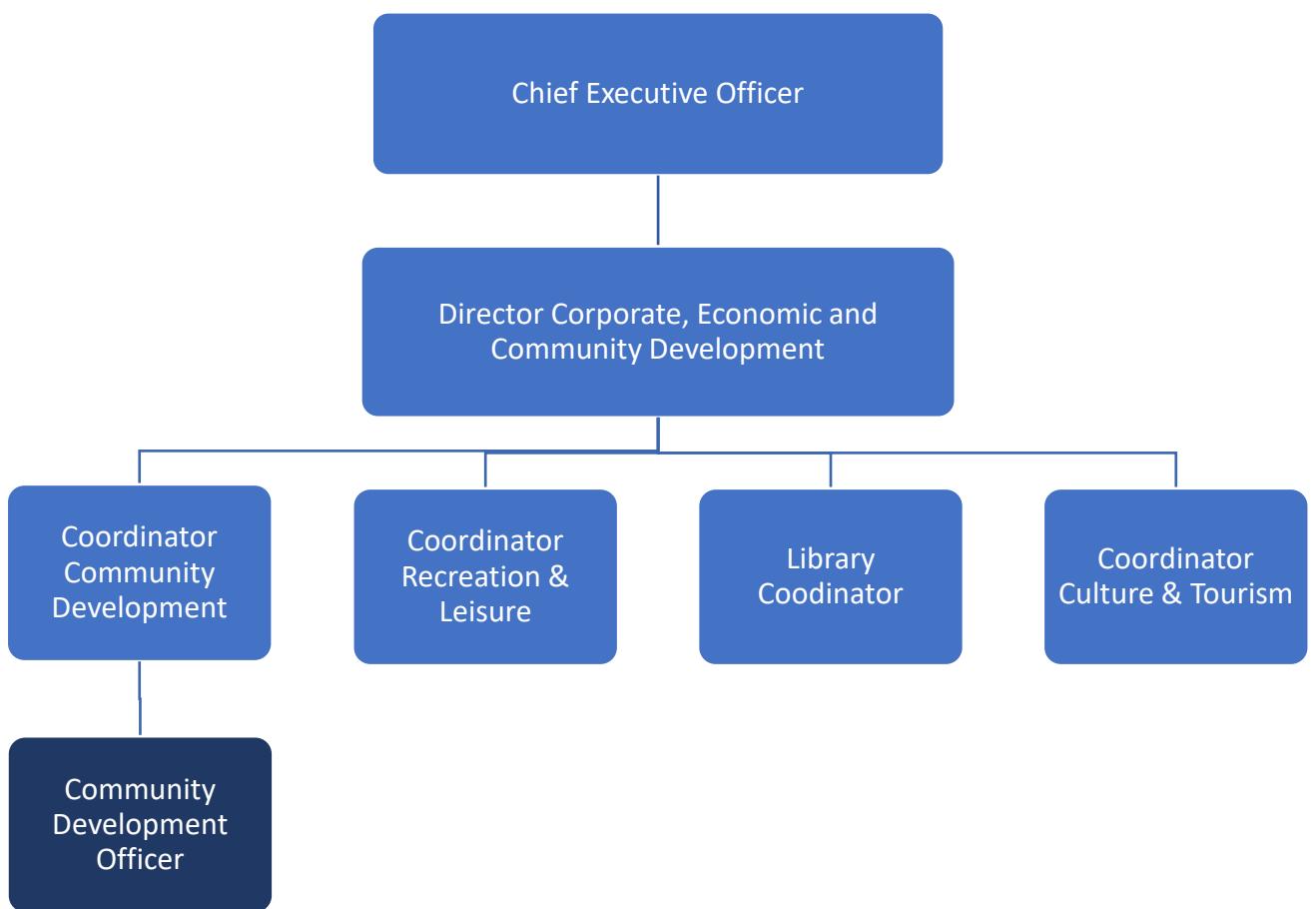
8. ORGANISATIONAL RELATIONSHIPS

Reporting to: Community Development Coordinator

Supervision of: Nil

9 EXTENT OF AUTHORITY

Operates within the limits of statutory requirements, Council policies and delegated authority.



INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for your interest in the position advertised by the Shire of Bridgetown-Greenbushes. To assist you in submitting your application, please take the time to read the following information.

Equal Employment Opportunity

The Shire of Bridgetown-Greenbushes is an equal opportunity employer. All applications for a position will be assessed against the criteria included in the Position Description.

Completing your Application

Your application should include the following:

1. A **covering letter** of no more than two pages long stating why you are applying for the position.
2. A **resume or curriculum vitae** which includes your relevant personal details, qualifications, work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
3. The **names and contact details of at least two (2) referees** should be included in your resume or curriculum vitae. Referees may be contacted to verify your claims in relation to your prior work performance. **DO NOT SUBMIT ORIGINAL COPIES OF REFERENCES.**
4. **Photocopies of your qualification(s) or academic records** of current studies should be attached to your application. **DO NOT SUBMIT ORIGINAL CERTIFICATES OF YOUR QUALIFICATIONS OR ACADEMIC RECORDS.**

Please note all applications received will become the property of the Shire of Bridgetown-Greenbushes and cannot be returned to unsuccessful applicants.

Lodging your Application

Applications will be accepted via email to careers@bridgetown.wa.gov.au or via Seek

PREVIOUS APPLICANTS WILL STILL BE CONSIDERED BUT DO NOT NEED TO REAPPLY

Queries

If you have queries with regards to completing your application, please contact Careers on (08) 9761 0807 or careers@bridgetown.wa.gov.au

For information on the Shire of Bridgetown-Greenbushes, visit our website www.brIDGETOWN.wa.gov.au