



**Attract, Connect, Stay – Glen Innes Inc.**

**Trading as Local Connect**

**JOB DESCRIPTION:**

**COMMUNITY CONNECTOR**

**(DELIVERING ‘THE WELCOME EXPERIENCE’)**

## **Position Details**

**Location:** Glen Innes and Tenterfield (remote/work-from-home)

**Employment Status:** Part-time (3 days per week), contract to 30 June 2027 (with potential for extension depending on ongoing government funding).

**Award:** [SCHADS Award](#) – Social and Community Services Employee

**Remuneration:** SCHADS Level 6.1 – \$55.72/hour + 12% superannuation + leave entitlements

**Reports to:** Executive Director, Local Connect

**Work Pattern:** 3 x 7.6-hour days per week (flexible), between 6:00am–8:00pm Monday–Friday



## About Local Connect

Local Connect is a place-based organisation working to attract, connect and retain a sustainable workforce in regional communities.

As part of the [Attract, Connect, Stay](#) network, we deliver practical, community-led solutions that strengthen workforce attraction and retention across Northern New England Area.

Through a partnership with the NSW Government, Local Connect delivers **The Welcome Experience**—a free concierge-style service supporting essential workers and their families making the move to the Northern New England Area (including Glen Innes, Inverell and Tenterfield).

Find out more about Local Connect at [localconnect.org](http://localconnect.org).

## About the Role

The Community Connector plays a pivotal, people-focused role delivering **The Welcome Experience** for Glen Innes and Tenterfield.

You will act as a trusted point of contact for essential workers and their families, providing personalised support across every stage of their relocation journey—from initial enquiry through to long-term community integration.

This role requires a highly relational, proactive and adaptable individual who is deeply connected to the local community and passionate about helping others feel a genuine sense of belonging.

## Key Responsibilities

### 1. Engagement & Relationship Building

- Act as the primary contact for essential workers relocating to the region
- Build strong relationships with local employers, government agencies, and community organisations
- Foster connections between newcomers and local networks, services and opportunities
- Maintain strong engagement with key stakeholders

### 2. Relocation Support (The Welcome Experience Model)

Provide tailored support across four stages:



- **Attract & Decide:** Share local insights to support informed relocation decisions
- **Prepare:** Assist with pre-move planning and logistics
- **Welcome:** Deliver a warm, personalised onboarding to the community
- **Stay:** Support long-term integration and retention

### 3. Community Engagement & Events

- Design and deliver inclusive, welcoming community events
- Facilitate opportunities for connection and belonging
- Maintain up-to-date knowledge of local activities, services and opportunities

### 4. Cultural Awareness & Inclusion

- Demonstrate culturally safe and inclusive practice
- Support diverse participants including Aboriginal and Torres Strait Islander peoples, LGBTIQ+ individuals, people with disability, and culturally diverse communities
- Navigate local community dynamics with sensitivity and professionalism

### 5. Program Delivery, Administration & Reporting

- Maintain accurate records in CRM systems
- Track outcomes and report on program activity
- Contribute to continuous improvement using a “test and learn” approach
- Manage allocated budgets and program resources
- Utilise digital tools and social media platforms effectively

### 6. Collaboration & Continuous Improvement

- Work collaboratively with other Community Connectors and stakeholders
- Contribute to the development of resources, tools and processes
- Support innovation in program delivery

### 7. Travel & Logistics

- Hold a current NSW driver’s licence
- Use own vehicle (travel reimbursed)
- Travel within the region for events, meetings and training



## About You

### Key Attributes:

- Highly relational, approachable and community-minded
- Empathetic and culturally aware
- Organised, proactive and adaptable
- Strong communicator and collaborator
- Resourceful and solutions-focused

### Skills & Experience:

- Experience engaging with diverse communities
- Event coordination or community engagement experience
- Understanding of regional community dynamics
- Experience in not-for-profit and/or government-funded programs (desirable)
- Strong communication and stakeholder engagement skills

### Lived Experience (Highly Valued):

- Experience relocating or supporting others through relocation
- Understanding of regional, rural or remote living
- Experience balancing work, family or caring responsibilities

### Technology Skills:

- Microsoft Office 365
- CRM systems
- Social media (Facebook, Instagram)
- Basic reporting and administration

### Working Requirements:

- Flexibility to work outside standard hours, including occasional evenings and weekends
- Ability to attend community events and stakeholder meetings as required

## Benefits

- Meaningful, community-impact work
- Flexible working arrangements
- Supportive, values-driven team environment
- Professional development opportunities
- Supported by a Administration Coordinator and a Welcome Ambassador to assist on the ground



## Contract Term

Initial contract to 30 June 2027, with potential extension subject to performance and funding.

## Key dates

Applications Open	9am Tuesday 24 <sup>th</sup> March 2026
Applications Close	5pm Friday 10 <sup>th</sup> April 2026
Interviews Conducted	W/C 13 <sup>th</sup> April 2026
Applicant Notification	W/C 20 <sup>th</sup> April 2026
Preferred Start Date	W/C 27 <sup>th</sup> April 2026

## How to Apply

To apply, please submit your resume and cover letter to Margot Davis:  
[margot@localconnect.org](mailto:margot@localconnect.org)