



Little BIG Foundation - Job Description

Volunteer Role

Position Title: Community Engagement Officer (Volunteer / unpaid role)

Job Summary:

The Volunteer Community Engagement Officer will be an important role in engaging the local community in the programs and events of the Summer Hill Little BIG House. The role will focus on supporting hosts to promote their programs and events, attending events to capture videos / photos and provide feedback as well as identifying potential hosts within the community.

To be successful in this role, you must be a people-person who loves to connect. You will work flexibility to juggle multiple priorities. Your excellent communication skills will see you become integral to both the community and the internal team.

About the Little B.I.G. Foundation:

Australia's loneliness epidemic is coming to a tipping point with nearly half of Australians don't have neighbours they can call on for help. The Foundation was set up to tackle loneliness in Australia by developing spaces, programs and events that drive social connection.

Summer Hill's Little BIG House is operated by the Little BIG Foundation team with the help our local volunteers. We're on a lifelong mission to inspire joy and empower a true sense of belonging in communities by creating opportunities for neighbours to get to know each other better. We do so by fostering a deep and personal connection to community through a shared community hub, providing a program of events that bring people together and supporting social interest groups and community-led events. We aspire to open more centres around Australia and grow our volunteer community and team.

The Foundation is founded and funded by EG, a leading Australian real estate fund manager and property developer who seeks to curate communities and have an ongoing community development.

Commitment:

15 hours a week worked with some flexibility to suit the successful candidate's schedule and the organisation need. Agreed between you and your manager in advance.

Location:

The role is based in Summer Hill, Sydney with some tasks able to be completely remotely.

Minimum commitment: 6-months (longer possible)

Reporting:

The role reports to the Events and Volunteer Manager.

Essential skills:

- Excellent communication skills with a strong ability to connect with people
- Great problem solving, coaching skills and the ability to work independently





Interpersonal traits:

- Humble - willing to learn and growth mindset
- Hungry - high delivery standard, fast working pace, highly detailed focused
- People smart - High EQ, good at working with different people and a great sense of humour

Responsibilities and Duties:

Community engagement

- Be a brand ambassador for the Little BIG Foundation with the local community - sharing our vision and values
- Meet with event hosts (virtually, one the phone and in person) to discuss their event ideas, attendance number, marketing strategies and ideas to create more connection
- Assist with the development, implementation of an awareness strategy for each host-led program
- Provide encouragement and be a sounding board for volunteers and event hosts, helping them to identify challenges and overcome them
- Identify potential hosts and volunteers within the community and encourage their participation

Marketing support

- Produce documents, promotional material, and templates suitable for external communication using Canva (support provided but any experience highly regarded)
- Attend community events to capture video and photos to promote the event
- Identify and draft content for the newsletter, social media and other communication channels that support hosts to promote their events
- Manage surveys and community outreach activities

Little B.I.G. event support (ah-hoc)

- Support the development and implementation of a range of community engagement tools and techniques such as community forums and events, training programs, workshops, briefings
- Provide on-day logistical support of events run by both hosts and the Foundation staff
- Any other support for events where required

Benefits to volunteering with us:

- You'll have the opportunity to develop your experience with a small dynamic team who is evolving and iterating ideas constantly
- You'll have exposure and access to CEO and the Board
- You'll enjoy a rewarding working environment that provides a strong sense of achievement and recognition - we work hard because we really care about the mission and we celebrate every success along the way
- You'll enjoy the flexibility to set your days of the week and hours
- You'll live happier, healthier and kinder - People who "give" - either money or their time - have been reported to be happier and healthier than those who don't. Helping others is also





related to improved physical health, including weight control, lower blood pressure and relief from depression and chronic pain. Helping others triggers the reward pathway in the brain known as the mesolimbic system. It releases “feel-good” neurotransmitters such as oxytocin and vasopressin. We live and breath this stuff every day.

- You'll become an integral part of both the Little BIG head-office team but also the Flour Mill and Summer Hill communities.

