



SHIRE OF MORAWA

COMMUNITY DEVELOPMENT OFFICER

APPLICATION PACKAGE

www.morawa.wa.gov.au

The Shire of Morawa acknowledges the Yamatji People as the Traditional Owners of the land where the Shire is situated. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples living within the Shire of Morawa.

JOB VACANCY

Community Development Officer



Work Type:	Permanent, Full Time
Award	Local Government Officers (Western Australia) Award 2021 – Level 5
Salary Range:	\$69,733 - \$72,500 per annum cash component, plus up to 17% super, vehicle with private use, subsidised Shire housing and utilities, and other benefits
Location:	Shire of Morawa Administration Office
Closing Date:	4pm on Wednesday, 22 July 2026

COUNTRY LIVING AND CAREER DEVELOPMENT

Discover Morawa, the ideal location to grow your career while enjoying the best of country living.

Morawa is a family-oriented town built on a strong sense of community. Here, children still play in the streets, neighbours know one another, and evenings are spent catching up socially at local clubs. Located just four hours north of Perth, less than two hours from Geraldton, and only an hour from Dongara's fabulous beaches, you get the tranquillity of country life without sacrificing convenience.

Whether you're ready for the next step in your career, or looking to refresh, Morawa offers excellent educational facilities, local medical services, and recreational facilities comparable to much larger regional centres. It's the perfect combination of comfort and genuine community.

POSITION

We are seeking a highly motivated and suitably qualified Community Development Officer to join our dedicated team.

Reporting to the Executive Manager Corporate & Community Services, and responsible for the day-to-day operation of the Morawa Youth Centre, this diverse and rewarding role delivers meaningful outcomes across a broad range of community priorities, including:

- Youth holiday programs
- Community and cultural events
- Grant identification and applications
- Tourism and place-based projects
- Seniors and age-friendly initiatives
- Community safety programs

Applicants will need to demonstrate strong skills in planning, coordinating, and delivering community development initiatives across youth, club development, arts and culture, seniors, and other emerging community needs. A genuine passion for working with young people is essential to achieving positive outcomes in this portfolio.

This is a dynamic and hands-on position offering exposure to all facets of Shire operations and regular

interaction with residents, community groups, and visitors. The ability to multitask, remain adaptable, and maintain a positive, solutions-focused attitude will be key to success.

If you are looking to advance your career, apply your established skills in a supportive regional environment, or experience the unique rewards of remote country living, this role presents an excellent opportunity

SUBMITTING AN APPLICATION

Your application should include a cover letter outlining your interest in the position and a current resume detailing your qualifications, experience, and suitability for the position. Applications can be sent via email to ea@morawa.wa.gov.au

All submissions must be received by the nominated closing date. In fairness to all applicants, late applications cannot be considered unless prior consent has been received from Shire under restricted circumstances. Interviews and appointments may be made prior to the closing date.

SHIRE OF MORAWA

POSITION DESCRIPTION



POSITION DETAIL	
Position title	Community Development Officer
Department	Corporate & Community Services
Work location	Morawa Shire Administration Centre, Youth Centre, and as required throughout the Morawa Shire
Employment Type	Full Time
Award	Local Government Officers' (Western Australia) Award 2021
Level	Level 5
Positions supervised	Nil
Reports to	Executive Manager Corporate & Community Services
Summary and Objectives	Responsible for planning and facilitating community development initiatives in a range of areas including youth, seniors, volunteers, health and wellbeing, tourism, and crime prevention.
Date (revised)	June 2026

THE ORGANISATION	
<p>Our Community Vision is:</p> <p><i>“A welcoming and inclusive community that embraces what makes it unique, offering livability, variety, and opportunity for all.”</i></p>	
<p>Our Organizational values are:</p> <ul style="list-style-type: none"> • <i>We will be open and accountable</i> • <i>We will have informed decision making</i> • <i>We will be collaborative</i> • <i>We will listen, communicate and respond</i> 	<p>Our Foundational Cultural Values are that we put C.A.R.E into what we do:</p> <ul style="list-style-type: none"> • <i>Commitment</i> • <i>Attitude</i> • <i>Respect</i> • <i>Excellence</i>

SELECTION CRITERIA	
Essential	<ul style="list-style-type: none"> • Community integration skills: Demonstrated ability to build relationships with diverse community groups, understand their needs, and support capacity-building initiatives. • Positive, solutions-focused approach: Proven drive to deliver high-quality programs and events, even within limited resources. • Youth engagement capability: Willingness and ability to work confidently and respectfully with young people attending the Youth Centre. • Time management and teamwork: Strong organisational skills, the ability to manage competing priorities, and a commitment to contributing positively within a small, high-performing team. • Working With Children Check (current).

	<ul style="list-style-type: none"> • National Police Clearance (current). • C Class Driver's Licence.
Desirable	<ul style="list-style-type: none"> • Relevant tertiary qualifications in Community Development, Social Sciences, Youth Work, or a related field. • Experience in local government or community sectors: Particularly in program delivery, engagement, or community capacity building. • Knowledge of community development principles: Including capacity-building theory, engagement frameworks, and contemporary practice. • Grant writing experience: Demonstrated ability to identify funding opportunities and prepare and acquit grant submissions. • SynergySoft / IT Vision experience or familiarity with similar local government systems.

RESPONSIBILITIES AND DUTIES

Key Responsibilities

Community Development & Engagement

- Plan, implement, and evaluate community development initiatives that respond to local needs and priorities.
- Develop and maintain effective engagement with Morawa residents to encourage participation and strengthen community cohesion.
- Build and sustain partnerships with non-government organisations, service providers, community groups, and stakeholders operating in Morawa.
- Facilitate the inclusion and participation of people with disabilities in community programs and events.
- Utilise arts, culture, and creative projects as tools for engagement, capacity building, and community connection.

Youth Development

- Operate the Morawa Youth Centre, ensuring a safe, welcoming, and engaging environment for young people.
- Supervise and coordinate youth programs and activities.
- Deliver youth-focused initiatives, including school holiday programs and targeted engagement activities.

Events & Program Delivery

- Coordinate and plan the delivery and evaluation of community events that strengthen social connection and celebrate local identity.
- Support community groups and volunteers to participate in and contribute to local events and initiatives.

Grants, Funding & Project Management

- Identify, prepare, manage, and acquit grant funding to support community development initiatives.
- Help build capacity within the Shire and external organisations to plan, manage, and deliver community projects.
- Commission and manage contractors engaged to deliver community-related projects or programs.

Reporting, Representation & Administration

- Prepare reports, submissions, and documentation relevant to community development, youth services, and events.
- Represent the Shire at meetings, forums, workshops, and community functions as required.
- Undertake any other duties consistent with the level of the position as directed.

General Workplace Safety & Health

Employees are responsible and accountable for:

- Complying with WHS legislation and workplace procedures relating to hazard identification, risk assessment, and risk control.
- Participating in activities that support the effective management of workplace health and safety.
- Identifying and reporting hazards, incidents, injuries, property damage, and near misses.

Professional Commitment & Accountability

- Participate in performance management, induction, recruitment, and succession planning processes.
- Demonstrate a positive commitment to the Shire's Code of Conduct, values, and policies.
- Support and contribute to organisational change initiatives that advance Shire goals and objectives.
- Maintain strict confidentiality at all times.
- Promote and uphold high standards of professional customer service.
- Recommend improvements that support a culture of continuous improvement and best practice.
- Contribute to a safe, inclusive, and compliant workplace in accordance with Industrial Awards, WHS legislation, EEO principles, and Shire policies

An application package containing the position description for the role can be obtained from the Shire of Morawa website on www.morawa.wa.gov.au Further information can be obtained by contacting the Chief Executive Officer, Marty Symmons at 08 9971 1204.

Applications should include a covering letter outlining their interest in the position and their alignment to the selection criteria, as well as a current resume detailing qualifications, experience, marked "Private and Confidential" and be forwarded via email to ea@morawa.wa.gov.au by **4pm on Wednesday, 22 July 2026**

Interviews and appointment may be made prior to the closing date.

Marty Symmons
Chief Executive Officer

Please Note: *Canvassing of Councillors will disqualify. The successful applicant is required to obtain a current Federal Police clearance, Working with Children Check, pre-employment medical, and to provide evidence of all claimed qualifications prior to commencing employment.*

**SHIRE OF MORAWA
ORGANISATIONAL STRUCTURE**

