



Position Description

Position Title	Community Development Trainee
Directorate	Communities and Economic Development
Level	Level 1
Reports to	Coordinator Community Development
Directly responsible for	N/A
Primary Location	Civic Administration Centre Margaret River
Delegation	N/A
Position No. & version	CD003

Position Overview

The Community Development Trainee provides support to the Community Development team in delivering programs, events and projects that strengthen community connections and improve wellbeing across the Shire.

This entry-level traineeship offers practical experience in community development, community engagement, event coordination, administration and project support while completing a Certificate III qualification. Working alongside experienced staff, the trainee contributes to a range of initiatives with a strong focus on young people, including supporting the Margs Youth Collective, youth programs, community events and partnerships with schools, services and community organisations.

The role also assists with broader Community Development projects that support participation, inclusion, accessibility, healthy communities and community capacity building. Through training, mentoring and hands-on experience, the trainee develops workplace skills, confidence and knowledge of local government and community development practice.

Position Responsibilities

Below is an outline of the various tasks involved in the trainee role throughout the year. The trainee is supported by a dedicated mentor and the Community Development team, who provide guidance, encouragement and opportunities for growth along the way.

Key functions	Specific duties	% Time
Youth development	• Deliver activities in line with the Empowering Youth Plan and Community Health and Wellbeing Strategy • Participate in the development and implementation of specific community projects, events and strategies such as SAMMFEST, Youth Week Festivals and Councillor for a Day • Support the Shire's Rec Connect Friday night youth program as needed • Develop promotional materials to promote programs and events using design software	50%

	• Plan and run the Margs Youth Collective (MYC) weekly at the Zone Room • Administer quarterly Youth Stakeholder Group meetings • Help to prepare and write funding applications and acquittals for identified projects	
Zone room and Youth Hall administration	• Coordinate all use of the Zone Room and Youth Hall including the booking system for regular and general hire • Invoice hirers in accordance with the Shire's procurement processes.	10%
Age Friendly, Access and Inclusion, Aboriginal Partnerships, Community Health and Wellbeing	• Work with the Community Development team to support initiatives that achieve objectives in the Community Health and Wellbeing Strategy, Access and Inclusion Plan, and Jenna Yen Mundamung – Walking Together Strategy. • Support the Community Development Team by attending local and regional forums and community networks, gaining hands on experience in community development and helping to identify opportunities to improve community wellbeing.	10%
Community Engagement and Capacity Building	• Participate in community and stakeholder engagement and consultation requirements to meet objectives outlined in the Youth Plan • Participate in monthly Margaret River Senior High School board meetings as the Youth Representative • Represent and advocate for young people at other Shire engagement consultations as required • Develop and maintain positive working relationships with internal and external stakeholders, including other Shire staff and external services • Manage the Margs Youth Collective (MYC) social media • Assist with providing information and support to the community	15%
Administration	• Prepare agendas, take minutes and set-up meeting rooms at Shire run meetings and events as required • Complete financial management functions in accordance with the Shire's procurement process, for example creating an event budget for SAMM Fest • Undergo training and mentoring to build awareness of community development practices and knowledge as required • Complete a Certificate III in an area that is relevant to Community Development or business administration	15%

	• Speak publicly at various forums, for example at Councillor for a Day. • Update the Community Development Trainee Induction Manual	
Emergency Recovery	• Respond to emergency events as required • Assist with recovery activities in line with the Emergency Management Recovery Plan	As required

Position Requirements

Essential

- Working towards completion of Year 12.
- An interest in making a positive difference in the community, particularly for young people.
- Interest and some knowledge of local community issues and opportunities.
- Ability to communicate clearly with different people, both in writing and in person.
- Basic computer skills and confidence using digital technology, with a willingness to learn programs such as Outlook, Word, Excel and Canva.
- Available to work flexible hours including some evenings and weekends.
- Live within the Shire of Augusta Margaret River.
- Licence – valid “C” or “CA” class drivers licence or significant progression towards.
- Ability to obtain a current Working with Children Check.

Desirable

- Knowledge of Council's functions.
- Ability to research and develop grant submissions and/or fundraising.
- Participation and/or volunteering in community groups for example the Margs Youth Collective

Our Commitment

The Community Development team is committed to creating communities where everyone feels welcome, included and valued. We encourage participation from people of all backgrounds, abilities, cultures, identities and life experiences. We believe that diverse perspectives strengthen our work and help us build a more connected and inclusive community.

Key Relationships	
Internal	External
Community Development Team Recreation Services Team All Shire Staff	Community Members Contractors Youth Services Stakeholders Local young people

The Way We Do Things

Respect



Integrity



Community



Excellence



Acknowledgement

Reporting Officer Name

Katie Taylor

Name

Signature



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Date

22 September 2026

Date