

# Canopy Community Coordinator (VIC)

## The Resilience Canopy



### Position Description

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**Location:** National / Hybrid

**Reports To:** National Communities Lead

**Direct Reports:** Nil

**Position Type:** Employee contract Arrangement (Full-time)

**Term:** Fixed Term. Victoria up to 31 October 2026. Immediate start.

**Remuneration:** \$70,000 - \$90,000 per annum including Super

### About The Resilience Canopy:

Communities worldwide face mounting pressures from climate change and evolving societal challenges. These stresses – from shifting economic patterns and social dynamics to environmental impacts – are reshaping how communities live, work, and thrive.

The Resilience Canopy is focused on strengthening community resilience across Australia through a community-led approach. We operate as a charitable entity with a mission to empower communities to prepare for, respond to, recover from, and adapt to growing challenges.

We support and strengthen the capacity of communities to lead their own journey to be better prepared for challenges they may experience and then connect them with public and private sector partners that can help implement their vision. By helping them access the right skills, connections, resources, and support, local communities have the greatest chance at withstanding and adapting to shocks (such as flood and fire) and societal stressors (such as cost of living and mental health challenges).

Our organisation is based in Victoria and operates Australia-wide. The Resilience Canopy is registered with the Australian Charities and Not-for-profits Commission. Visit the website: [www.resiliencecanopy.com.au](http://www.resiliencecanopy.com.au)

### Position Overview:

*Be part of a transformative Program that empowers communities to build lasting resilience.*

The Canopy Community Coordinator (Coordinator) is a hands-on community facing role responsible for providing tailored support to communities (place based on interest driven) across

Victoria to drive community-led resilience efforts. Acting as a conduit between local communities and the national program, the Coordinator ensures alignment, communication and supports flow effectively in both directions.

By working closely with local community leaders and Resilience Canopy Practitioners (Practitioners), the Coordinator helps engage then activate communities by supporting them in applying the Six-Step Future Ready Communities Model. This role is central to ensuring sustained connection, progress and integration with the national program while empowering communities to take ownership of their resilience efforts.

Key responsibilities include identifying and mentoring communities and Practitioners, delivering capacity building sessions, supporting workshops and Six-Step Model implementation, developing tools and resources, and nurturing partnerships - to help achieve our organisational goal of activating 500 Communities by 2032.

Positions of this kind are already filled in Tasmania, Queensland and New South Wales. A full-time position is now available in Victoria as the program scales. These roles offer a unique opportunity to support regions with growing demand, expand the Resilience Canopy's impact, and empower communities and Practitioners at the state level.

The position requires flexibility, travel, out of hours work and scalability, enabling each role to adapt as needed to support Practitioners and Communities within their geographic area and assigned cohort scope.

*\*Practitioners are individuals supporting a Canopy Community to apply the Six Step Model*

*\*\*The Six-Step Future Ready Communities Model is a tried and tested community-led engagement approach for developing, implementing, and evaluating resilience building initiatives in communities*

## Key Responsibilities

Focus Area	Duties
<b>Community Activation and Engagement</b>	<ul style="list-style-type: none"><li>• Research, identify and engage potential communities, providing an overview of the Canopy and assessing readiness to join the Program. Onboard those ready to become a Canopy Community, supporting and guiding them through the program, contributing to annual community activation targets.</li><li>• Provide hands-on support to practitioners and communities, particularly in the early steps, assisting communities to apply the Six-Step Model effectively in their local context. This includes facilitating and supporting community-led workshops and conversations.</li><li>• Support communities to implement locally led resilience priorities and actions.</li></ul>

	<ul style="list-style-type: none"> <li>• Identify potential applicants for Activation Grants and provide support through the application process</li> </ul>
<b>Practitioner/Community Support</b>	<ul style="list-style-type: none"> <li>• Deliver tailored, place-based capacity building workshops with communities and practitioners</li> <li>• Serve as the primary contact for an allocated cohort of Practitioners, offering guidance, mentorship and hands-on support as they apply the Six-Step Model locally</li> <li>• Assist with preparation and facilitation of check-in sessions for the broader Canopy Collective, tailored to address specific challenges or skill-building needs</li> <li>• Document key insights and outcomes from local training sessions, mentoring, and check-ins to contribute to overall program evaluation and improvement.</li> </ul>
<b>Local Network Building and Community Partnerships</b>	<p>Identify, establish and maintain meaningful partnerships with local stakeholders and organisations to support communities in achieving their resilience goals.</p> <ul style="list-style-type: none"> <li>• Facilitate briefings and conversations with local leaders and stakeholders to advance the program's presence and impact in the region</li> <li>• Leverage partnerships to bring additional resources, expertise and support to communities.</li> </ul>
<b>Collaboration and Representation</b>	<ul style="list-style-type: none"> <li>• Actively participate and contribute to the direction of the Communities Team and regularly connect with other Community Coordinators</li> <li>• Actively contribute to the Organisation, sharing insights and attending meetings.</li> <li>• Maintain close relationships with cross-functional teams, escalating risks as needed.</li> <li>• Represent The Resilience Canopy brand positively in all interactions to maximise program visibility and impact.</li> </ul>

## Skills

- Strong facilitation skills, with the ability to deliver capacity-building programs using interactive and engaging methods.
- Strong interpersonal skills and ability to build trust with deep care and authenticity.
- Ability to translate complex concepts into accessible language for participants from diverse backgrounds.
- Proficient written communication skills for preparing concise and impactful reports.
- Empathy and emotional intelligence when working with individuals and groups holding diverse beliefs and perspectives.

## Qualifications and Experience

- Experience in community engagement, including facilitating capacity-building programs.
- Knowledge of community engagement principles.
- Familiarity with community resilience, particularly in the context of climate change.
- Project administration experience.

## Working conditions

- Work with a small, passionate team
- Opportunities for growth as the organisation grows
- An additional 10 days flexi-leave per year pro rata
- Attendance at in-person meetings or training sessions in Melbourne CBD may be required.
- The role involves travel and will include some evening and weekend work, with any out-of-hours or over-time compensated through time off in lieu.
- The incumbent is responsible for providing their own workspace. A laptop will be supplied.
- Use of The Resilience Canopy systems is expected.
- On-boarding and in-depth training into the program, systems and Practitioner training will be provided.
- The ability to scale or expand responsibilities regions or communities of interest is essential to effectively address program needs and stakeholder interests

**The Resilience Canopy is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

## Application Process

What	Dates
Applications open	1 <sup>st</sup> September 2025
Applications close	10 <sup>th</sup> September 2025
Interviews	Week of 15 September 2025
Applicants notified	26 <sup>th</sup> September 2025
Onboarding	Week of 6 <sup>th</sup> October 2025
Attend Resilience Canopy Practitioner Training Program – Armstrong Creek, Geelong VIC	<ul style="list-style-type: none"><li>• 28 Oct2025 (online 4.00pm-6.30pm)</li><li>• 31 Oct – 1 Nov 2025 (in person Geelong 9.30-4.30pm)</li><li>• 11 Nov 2025 (online 4.00pm-6.30pm)</li></ul>

Interested candidates should submit a resume and a brief cover letter outlining their relevant experience and approach to the role by the 10<sup>th</sup> September.

Send to: [tia@resiliencecanopy.com.au](mailto:tia@resiliencecanopy.com.au)

Phone Tia on 0400 299 788 for a confidential chat.