

EXPRESSION OF INTEREST

Community Liaison Officer, Mapoon Campus

Western Cape College Mapoon Campus is seeking an engaging and motivated Community Liaison Officer to join our team on a part-time basis (25 hours per week) until 4 December 2026 unless otherwise determined.

Reporting to the Head of Mapoon Campus, the successful applicant will have a passion for working with our school community and will assist in the development of links between the College, parents/carers, and community which enable effective mechanisms and procedures for meaningful two-way communications.

About the Role

Western Cape College, in partnership with our Mapoon and Napranum communities, have recently established Local Community Education Board's (LCEB's). Our LCEB's provide strategic direction and guidance to the College for co-designed projects and initiatives. The Community Liaison Officer position is a recommended strategy from the LCEB.

As the Community Liaison Officer, your responsibilities include, but are not limited to:

- Develop and implement strategies for effective links between home and school related issues and to encourage greater interest and participation in school activities and programs.
- Facilitate opportunity for raising parental concerns and advocate equity of service provision.
- Promote liaison activities to provide information to parents, the school and its community, and facilitate community development activities to improve relations between the school and its community.
- Act as the contact for parents/carers and the community to determine relevant issues for improved relationships between the school and its indigenous community.
- Plan and deliver or organise public presentations, and inform and educate parents and community members/groups about educational trends and policies.
- Establish and monitor school and community networks relevant to the role.
- Develop and maintain a register of community and classroom helpers and relevant information for parents/carers.
- Assist in recruiting and resourcing of volunteer help, including the coordination of a volunteer program.
- Carry out administrative tasks associated with the position's duties, including clerical duties related to writing and responding to correspondence.
- Contribute to applications made for funding.

When working in regulated employment and employee must have a current Working with Children Clearance (blue card) issued by Blue Card Services. To apply for a blue card please go to <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply>

The successful applicant must also pass a Criminal History Check. A non-smoking policy is effective in Queensland Government buildings and office.

Interested?

Applicants are required to submit a current CV, contact details for two referees (one of whom should be your current supervisor) and a **maximum** two-page written response outlining your suitability for the role referring to the above suitability assessment criteria.

If you would like further information on the position, please contact Amanda Allendar, Associate Principal Primary on 4090 6444, or email payroll@westerncapecollege.eq.edu.au

Applications close 12.00pm, Thursday 2 April 2026 and should be submitted by email only to:
payroll@westerncapecollege.eq.edu.au