Pirie Voices Communications and Community Engagement Contractor/Consultancy Brief

PIRIE VOICES
Shaping our future, together

Contract Brief
- Contract Period: January – June 2027
- Indicative Commitment: Approximately 35-40 hours per month
- Reporting Relationship: Strategic Lead
- Location: Port Pirie and surrounding community

About Pirie Voices
Pirie Voices is a community-led initiative that exists to strengthen community voice, participation and shared action across Port Pirie.

Building on more than 1,000 community conversations undertaken during Phase One, Pirie Voices is entering a six-month transition phase to an independent community-led model. During this period, the organisation will operate with a lean backbone team focused on maintaining momentum, strengthening community visibility, supporting participation and building sustainable governance and partnerships for the future.

Purpose of the Consultancy
Pirie Voices is seeking a Communications and Engagement Consultant to support the implementation of its Communications and Engagement Strategy and help maintain a visible, active and trusted presence across the Port Pirie community.

The consultant will play a key role in strengthening community awareness, supporting participation opportunities, coordinating engagement activities and assisting the growth and effectiveness of the Community Conversation Leader network.

The role is primarily focused on practical implementation and coordination, enabling the Strategic Lead and Community Steering Committee to maintain momentum while transitioning to a community-led model.

Scope of Services
The Communications and Engagement Consultant will provide the following services and deliverables:

<u>Communications and Visibility</u>
- Finalise and implement the Pirie Voices Communications and Engagement Strategy.
- Develop and coordinate content across digital, community and media channels.
- Maintain and update social media platforms, website content and community communication materials.
- Prepare newsletters, media releases, promotional content and community updates.
- Support delivery of regular community reporting including "You Said, We Heard, We Are Doing" communications.
- Promote positive stories, examples of community leadership and opportunities for participation.

<u>Community Engagement</u>
- Identify and coordinate opportunities to increase community awareness and engagement with Pirie Voices.
- Coordinate Pirie Voices participation at community events, markets, pop-ups and public activities.
- Assist with community presentations, information sessions and engagement activities.
- Support visibility initiatives across community noticeboards, QR code campaigns, posters and partner communication channels.

<u>Community Conversation Leader Network</u>
- Support coordination of the Community Conversation Leader (Community Connector) network.
- Assist with recruitment, onboarding and communication with Community Connectors.
- Coordinate meetings, resources, communication and information sharing across the network.
- Capture and collate emerging community insights, stories and themes from Connector activities.

<u>Stakeholder and Partner Engagement</u>
- Build and maintain productive relationships with businesses, schools, community groups, clubs and partner organisations.
- Support collaborative communication and promotional opportunities.
- Assist partners to share Pirie Voices messages, participation opportunities and community updates through their networks.

Monitoring and Reporting
- Maintain simple records of communication and engagement activities.
- Monitor participation, visibility and communication metrics.
- Contribute to monthly reporting, evaluation and learning processes.

Desired Experience and Expertise
Pirie Voices is seeking a communications and engagement professional with demonstrated experience in one or more of the following areas:

- Community engagement and participation.
- Communications, media or marketing.
- Stakeholder and relationship management.
- Event and engagement coordination.
- Social media, website and digital communications.
- Community development, not-for-profit, local government or place\-based initiatives.

The ideal consultant will be:

- Passionate about Port Pirie and its future.
- An excellent communicator and relationship builder.
- Highly organised and self-directed.
- Comfortable working independently in a flexible and evolving environment.
- Able to translate strategy into practical, community-facing activities and outcomes.
- Committed to strengthening community voice, participation and leadership.

Engagement Arrangement
A commitment of approximately 35-40 hours per month is anticipated, with support to be engaged on a consultancy basis through a sole trader or paid to supplement an existing, similar role within a partner organisation. The consultant will provide their own equipment, systems and insurances required to deliver the contracted services.

Work will be undertaken with a high degree of flexibility and autonomy, with priorities agreed in consultation with the Strategic Lead. Some attendance at community events, meetings and engagement activities outside standard business hours may be required.

How to Express Interest
Pirie Voices welcomes interest from independent consultants, sole traders, communications professionals and community engagement practitioners who are passionate about helping strengthen community voice and participation across Port Pirie. Expressions of Interest should include:

- A brief statement outlining relevant experience and capability.
- Examples of community engagement, communications or stakeholder engagement projects undertaken.
- Proposed hourly or project-based consultancy rate.
- Availability during the January-June 2027 contract period.

Expressions of Interest should be emailed to: Anita Kuss, Pirie Voices Strategic Lead: **hello@pirievoices.com** by close of business **Thursday 31 December 2026.**