

GLENVALE COMMUNITY PROJECT OFFICER – LIFEWORKS UNITING CHURCH

APPLICATIONS – Please send your resume and a covering letter to minister@lifeworksuniting.org.au

Applications close on 5th October 2026.

THE ORGANISATION: Lifeworks Uniting Church is a congregation in Toowoomba, of the Uniting Church in Australia.

The Uniting Church in Australia (the Church) is a large, uniquely Australian Christian denomination in Australia with heritage from historical reformed and evangelical denominations. In Queensland, the Uniting Church has around 250 congregations and has early childhood, schools, colleges and large community services (such as UnitingCare Queensland and Wesley Mission Queensland).

The Uniting Church is multicultural, committed to reconciliation with First Peoples, and aims to use its people and property resources wisely and in the furtherance of God's mission in the world.

POSITION PURPOSE

Lifeworks is looking for a Project Officer to assist us to get to know our local community in Glenvale and surrounds, and to help inform our mission and direction as we engage with the local community. This will involve both 'dry' data gathering, and 'wet' relationship building. This role sits within the wider, 'Dare to Dream' process that Lifeworks is planning to launch in October 2026.

CONDITIONS OF EMPLOYMENT

1. Position conditions of employment and remuneration to comply with the [Clerks Private Sector Award, Level 3](#), \$14,530 pa.
2. This is a part-time position with a fixed-term (12 month) contract.
3. The position is for 8 hours per week, plus 6 Sundays for four hours each across 12 months (Sundays paid at 200% penalty rate).
4. Office space, internet access, a computer and phone as required for this work will be provided by Lifeworks.

KEY RESPONSIBILITIES

Phase One (Mid October 2026 to Mid April 2027), 'Dream and Discover':

- **Gathering Knowledge and Building Connections:**

The Project Officer to build a knowledge base of the local community, including but not limited to, community organisations, census and other demographic data, businesses, churches and other places of worship, local and state government, schools, childcare and educational institutions and aged care facilities.

To research and deliver appropriate methods of discovering the Glenvale community's needs.

To connect with representatives of the above groups, to build relationships, discover their thoughts about Glenvale and the community's needs, and to make them aware of Lifework's interest in this regard.

To organise several 'get to know' forums, involving the local community and Lifeworks.

- **Producing Reports:**

At the end of the first 6 months to produce a report, 'The Dare to Dream' report, collating and summarising the 'gathered knowledge' about the community's make up and needs, with some recommendations as to the Glenvale community, and how Lifeworks can best serve this community.

To give regular Progress Reports, detailing activity and early trends to the Lifeworks Minister and Church Council.

Phase Two (Mid April 2027 to End June 2027), 'Discern and Decide':

- **Advice**

To advise the Lifeworks Church Council. To advise the Lifeworks Congregation, through being present at two 'Discern and Decide' Sundays, , being part of the Facilitation Team for those Sundays, and providing insights and reporting into the local community and its needs as Lifeworks goes through this stage of the process.

Phase Three (July 2027 to October 2027), "Develop and Deliver":

- **Fostering Connections**

As Lifeworks launches new ministries and initiatives, The Project Officer will help to advertise them (and existing ministries where appropriate) to the local community, and seek to foster connections in this space.

SELECTION CRITERIA

1. Experience of working or volunteering in community organisations.
2. Ability to analyse data and identify trends.
3. Knowledge and experience of report writing and presentation.
4. Good people skills and confidence in establishing new contacts and networks.
5. Competent computer skills.
6. Understand the Church's mission and experience working in a missional context is preferable.

REPORTING AND SUPERVISION

- The Project Officer will be under direct supervision by the Lifeworks Minister, and report to the Lifeworks Minister and the Lifeworks Church Council.
- Progress reports to be sent every two months by the end of the month to minister@lifeworksuniting.org.au, detailing activity and days/times of work, including any recommendations for Church Council as appropriate.
- Performance to be reviewed at months 2 and 6.

For further information, please contact the Lifeworks Minister, Rev Adam Tipple on minister@lifeworksuniting.org.au or 0487 572 400