



Position Description – Placemaking Lead

Classification: ASO6

Reports to:

Location: Swallowcliffe Children’s Precinct – IGA Space, Davoren Park

Position Objective

The Placemaking Lead is responsible for the day-to-day coordination, community development and operational leadership of the IGA children’s space within the Swallowcliffe Children’s Precinct.

The role leads the implementation of the IGA Operating Model by building strong relationships with children, families, community members, precinct partners, service providers, artists and local stakeholders. The role ensures the IGA functions as a safe, welcoming and vibrant “third space” where children and families feel a sense of belonging, participate in creative and social activities, and are gently connected to broader education, early childhood, wellbeing and community supports.

The Placemaking Lead works closely with the Play Maker role to ensure community voice, children’s agency, cultural inclusion, creative participation and trust-building are embedded in the daily life of the space.

Key Responsibilities

Place leadership and community development

- Lead the day-to-day activation of the IGA space in line with the IGA Operating Model, precinct objectives and agreed governance requirements.
- Build trusted relationships with children, families, carers, community leaders, local organisations, precinct partners and service providers.
- Ensure the IGA is welcoming, inclusive, culturally safe and accessible for children and families, with a particular focus on local community participation.
- Facilitate community engagement, feedback and co-design processes that centre the voices of children and families.
- Support children and families to influence the ongoing design, use and programming of the space.

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- Develop practical pathways for local community members to participate, volunteer, contribute ideas and build ownership of the IGA.

Precinct coordination and partnerships

- Act as a key operational contact for the IGA within the Swallowcliffe Children's Precinct ecosystem.
- Work collaboratively with precinct partners, including education, early childhood, community and family support services, to support soft-entry connection pathways for children and families.
- Support alignment between IGA activities and broader precinct priorities, while preserving the IGA as a non-threatening, creative and judgement-free community space.
- Contribute to the development and implementation of precinct engagement plans, partnership activity and community connection strategies.
- Participate in relevant governance, operational and partnership meetings as required.
- Identify opportunities for collaboration with local organisations, artists, cultural groups, businesses and community members.

Program coordination and activation

- Work with the Play Maker to plan and deliver a weekly program of creative, play-based, social and community activities.
- Coordinate the use of the IGA space by precinct partners, visiting artists, community groups and local service providers.
- Support a balanced program that may include free play, family connection activities, creative workshops, community celebrations, skill-building activities, soft-entry service connections and intergenerational engagement.
- Ensure activities are responsive to local interests, participation patterns, community feedback and emerging needs.
- Coordinate logistics, rosters, room use, supplies, bookings and operational requirements for activities and events.
- Support safe and inclusive participation by children and families across all IGA programs and activities.

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Operations, compliance and reporting

- Support the safe and effective daily operation of the IGA space, including opening and closing procedures, site readiness, incident reporting and operational risk management.
- Ensure activities are delivered in accordance with child safe requirements, WHS procedures, lease conditions, funding agreements and organisational policies.
- Maintain accurate records relating to attendance, engagement, community feedback, incidents, partnerships, activity delivery and outcomes.
- Contribute to reporting, evaluation, acquittals and governance updates.
- Monitor emerging risks, community concerns and operational issues, and escalate or resolve matters appropriately.
- Support continuous improvement of systems, procedures and community-facing resources.

Communication and advocacy

- Promote the purpose and value of the IGA as a child-centred, creative and community-led space.
- Prepare clear written material including briefings, reports, community updates, activity summaries and stakeholder communications.
- Work with communications staff to support appropriate promotion of IGA activities, community stories and participation opportunities.
- Advocate for the needs, ideas and aspirations of local children and families in planning and decision-making.

Selection Criteria

Skills

- High-level community development, relationship-building and stakeholder engagement skills, including the ability to work respectfully with children, families and diverse communities.
- Strong communication, facilitation, negotiation and advocacy skills, with the ability to support co-design, feedback loops and community-led decision-making.
- Demonstrated project coordination skills, including planning, scheduling, risk management, reporting and delivery within agreed timelines.

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- Ability to work independently, exercise sound judgement and manage competing priorities in a dynamic community setting.
- High-level resilience, emotional intelligence, cultural sensitivity and practical problem-solving skills, supported by competence in Microsoft Office and digital systems.

Knowledge

- Sound knowledge of community development, placemaking and place-based activation principles.
- Understanding of child-centered, family-inclusive and trauma-informed approaches.
- Knowledge of child safe environments, safeguarding, WHS and risk management obligations.
- Understanding of the role of creative, social and cultural participation in supporting wellbeing, belonging and community connection.
- Awareness of the importance of First Nations voices, cultural safety and inclusive practice in community settings.
- Understanding of soft-entry approaches that build trust between families and service systems.
- Knowledge of community engagement practice, including co-design and feedback mechanisms.

Experience

- Demonstrated experience leading or coordinating place-based, community, cultural, family or child-focused programs.
- Demonstrated experience building trusted relationships with diverse communities, local stakeholders and partner organisations.
- Demonstrated experience coordinating community facilities, public programs, events or activation spaces.
- Demonstrated experience in monitoring, evaluation, record keeping and reporting to support accountability and continuous improvement.
- Demonstrated experience supervising or coordinating staff, artists, volunteers or community contributors is desirable.



Qualifications and Requirements

Essential

- Tertiary qualifications in Community Development, Arts/Cultural Management, Early Childhood, Education, Community Services or a related field, and/or equivalent demonstrated experience.
- National Police Check.
- Child Safe Environments / Responding to Risks of Harm, Abuse and Neglect training, or willingness to undertake.
- Working with Children Check.
- Current South Australian Driver's Licence.

Desirable

- First Aid qualification, or willingness to obtain.