

Shire of Cocos (Keeling) Islands

03 June 2026

Community Development Coordinator Permanent Full-Time | Level 8

Lead Community Development in One of Australia's Most Unique Communities

The Shire of Cocos (Keeling) Islands is seeking an experienced and community-focused leader to coordinate and deliver a diverse range of community services, programs and initiatives across our unique island community.

Reporting directly to the Chief Executive Officer, this position leads the Community Development team and oversees a broad portfolio including libraries, culture and heritage, youth and recreation, community events and community wellbeing initiatives.

Working closely with community groups, government agencies and key stakeholders, you will play a pivotal role in shaping programs and services that enhance the wellbeing, participation and quality of life of the Cocos (Keeling) Islands community.

Salary and Benefits

This position is classified as a Level 8 under the Local Government Industry Award 2020.

Salary: Competitive salary package in the range of \$70,246.80 per annum plus;

- 5 weeks annual leave
- 12% superannuation plus matching scheme up to 5% as per the Shire's Superannuation Contributions Policy
- One return flight to Perth for each 12 months of service
- All other conditions will be in accordance with the Award and Shire policy.

About the Role

Key responsibilities include:

- Leading and supporting the Community Development team.
- Managing community services, programs and events.
- Developing community development strategies, plans and policies.
- Building strong relationships with community groups, agencies and funding bodies.
- Identifying and managing grant funding opportunities.
- Managing projects, budgets and service contracts.
- Providing professional advice to the Chief Executive Officer and contributing to organisational planning and strategic outcomes.

About You

You will bring:

- Leadership and people management experience.
- Community development, community services or related experience.
- Strong stakeholder engagement and community consultation skills.
- Experience managing projects, budgets and grant funding.
- Excellent communication and organisational skills.
- The ability to work effectively in a culturally diverse community.

Highly regarded Skills and Abilities:

- A qualification in Community Development, Community Services, Public Administration, Management or a related discipline, or demonstrated equivalent experience.
- The ability to communicate in both English and Cocos Malay.

How to Apply

Applicants should submit:

- A current resume; and
- A covering letter (maximum two pages) outlining their suitability for the position.

Applications should be addressed confidentially to the Human Resources Officer and emailed to: lanif.yakin@cocos.wa.gov.au

Applications close at 4.00pm (Cocos Time) on Friday, 19 June 2026.

A copy of the Position Description is available on the Shire's website at www.shire.cc

The Shire reserves the right to commence shortlisting and interviewing prior to the closing date.

Further Information

For a confidential discussion regarding the position, please contact the Chief Executive Officer on (08) 9162 6649.

The Shire of Cocos (Keeling) Islands is an Equal Opportunity Employer and is committed to attracting and retaining a diverse and inclusive workforce.