

Position description

Title	Project Officer, Uniting Goulburn North East
Business Unit	Child, Youth and Family Services
Location	593 Olive Street, Albury NSW 2640
Employment type	Full-time, maximum-term position to 31 December 2021
Reports to	Programs Manager – Child, Youth and Family Services

1. About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support refugees and asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we celebrate our diversity and welcome all people regardless of ethnicity, faith, age, disability, culture, language, gender identity or sexual orientation. We acknowledge Aboriginal and Torres Strait Islanders as Australia's First Peoples and as the traditional owners and custodians of the land on which we work. We welcome lesbian, gay, bisexual, trans, gender diverse, intersex and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice

Our values: We are imaginative, respectful, compassionate and bold

2. Position purpose

This role requires the individual to manage the project including administrative systems and processes, logistics coordination for operational tasks e.g. study or gaming and gambling convergence, manage deliverables such as measurable outcomes and coordination of meetings.

Tasks include:

- To lead the project undertaking, research, leading design and implementation of material, providing project delivery and training.
- Design a prevention program to provide education and capacity building for young people and their support networks including teachers, wellbeing staff, youth workers, sporting clubs and other relevant organisations.
- Work together with Child, Youth and Family Services and Financial and Gambling Counselling and Wellbeing teams to co-design a framework to be delivered across a range of services and spaces accessed by young people.

Approved by: Executive Officer	Page 1 of 4	Division: East Victoria
Date approved: 22/06/2020	Printed copies of this document are not controlled.	Next review date: 22/06/2022

Position description

Project Officer

- Develop a 'train the trainer' module for key services to ensure embedding of the work within the local community.

3. Scope

Budget:

- nil

People:

- Nil

4. Relationships

Internal:

- Programs Manager – Child Youth and Family Services
- Programs Manager – Financial Capability and Wellbeing
- Administration staff
- Other Uniting Goulburn North East staff

External

- Youth and Family service providers such as Yes Unlimited
- Department of Education
- Department of Health and Human Services
- Gambling Impact Society
- Gambling Treatment and Research Clinic – University of Sydney

5. Key responsibility areas

Project development:

- Coordinate with management to determine project objectives.
- Coordinate the processes and administration for the Recoded program.
- Work following project brief and deliver frequent project updates.
- Create a plan of action, set project goals and manage through to completion.
- Conduct detailed research of gaming and gambling.
- Formulate effective and efficient research processes.
- Design surveys, questionnaires, polls etc. specific to research requirements.
- Test research methodologies to confirm intended purpose of evaluation.
- Conduct external, community consultations to gather relevant information for project.
- Utilise various and relevant professional sources to find and extract pertinent information.
- Perform analysis of selected resources.
- Organise and maintain research data.
- Document, report and present research to management.

Approved by: Executive Officer	Page 2 of 4	Division: East Victoria
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Position description

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- Liaison with project staff and associated activities to ensure that the project milestones, objectives and requirements are fulfilled.
- Contribute to preparation and coordination of agreements with external collaborators.
- Support the Program Manager in planning and forecasting for budgets and recruitment.
- Project liaison for communicating any issues as they arise and following up with resolutions.

Documentation:

- Collect and maintain data and statistical information required for reporting purposes.

Quality and planning:

- Advise Uniting of trends and project needs.
- Contribute and participate in evidence-based best practice performance and continuous improvement of Uniting and the program.
- Communicate the mission and objectives of Uniting to consumers, other organisations, and the wider community.

Personal accountability:

- Compliance with Uniting’s values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting’s values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

6. Person specification

Qualifications

- Bachelor or equivalent experience.

Experience

- Relevant experience in research and project management.

Core selection criteria

- Values alignment: the ability to demonstrate and authentically promote Uniting’s values.

Approved by: Executive Officer	Page 3 of 4	Division: East Victoria
Date approved: 22/06/2020	Printed copies of this document are not controlled.	Next review date: 22/06/2022

Position description

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- Sound experience in advanced counselling and demonstrated negotiation skills.
- Proficient in the use of Microsoft Office suite of products, including Word, Excel, PowerPoint, Publisher and Outlook, databases and the internet.
- Strong problem solving and analytical skills and focus on quality of work.
- Excellent oral communication and interpersonal skills including an ability to interact effectively and appropriately with a wide range of varying stakeholders and collaborators.
- Excellent written communication skills including an ability to draft a broad range of materials from correspondence, agendas and minutes through to briefings, reports and publications.
- An ability to work independently and as part of a team.
- Excellent organisational skills.
- Identify and contribute to improvements across project processes, systems and infrastructure.

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and Working With Children Check (in Victoria) and/or Working With Vulnerable People Check (in Tasmania) **prior** to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting’s operational, service and consumer requirements.

8. Acknowledgement

I have read, understood and accepted the above Position Description

	Employee	Manager
Name:		
Signature:		
Date:		