

Position Description



Title	Project Officer – Publicity and Recruitment
Business unit	Operations
Location	185 Mt Dandenong Road, Croydon, and other locations as required
Employment type	Part time (30.4 hours per fortnight) Maximum term until 25 June 2021
Reports to	Group Manager Eastern Melbourne

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 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 work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land. We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, 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

Reporting to the Group Manager Eastern Melbourne, the Project Officer (Publicity and Recruitment) will provide specialised advice that will assist Home Based Care (HBC) managers respond to external inquiries, from prospective volunteer carers.

The key focus of this position is to provide an organisation wide response to external enquiries and to position Uniting as a key player in the delivery of Home Based Care.

3. Scope

Budget: nil

People: nil

4. Relationships

Internal:

- Group Manager Eastern Melbourne
- HBC Project Team - HBC Leaders across Uniting
- Uniting Care recruitment roles
- Marketing

Approved by: General Manager	Page 1 of 3	Division: South & East Victoria
Date Approved: December 2020	Printed copies of this document are not controlled.	Next Review Date: December 2021

Position Description

Project Officer



- P&C – Training and Development

External:

- TBC

5. Key responsibility areas

Project requirements

Under the direction of the Group Manager Eastern Melbourne, the project officer – Project and Recruitment will provide advice, leadership and coordination on complex and operational matters :

- Provide specialised support to Managers of Home Based Care (HBC) programs, across business units, to collectively improve Uniting’s capacity to respond to external inquiries from prospective volunteer carers.
- Undertake a detailed analysis of current Uniting practices and processes, in relation to foster carer inquiries and provide recommendations to Uniting on areas for improvement and development in this area.
- Recommend improvements on Uniting’s Website, in relation to the foster carer interface, and work collaboratively with the Marketing/ ICT teams to implement these improvements.
- In collaboration with key stakeholders, assist to deliver the implementation of a 1800 number, used to respond to carer inquiries.
- Undertake a cost analysis (remuneration) of current carers responding to (foster care) inquiries, compared with Uniting staff responding to these inquiries. Provide recommendations to management on findings and impact on resourcing budget.
- In collaboration with HBC management and People and Culture team, develop and implement a Uniting online training platform for volunteer carers
- Develop project meeting agendas and ensure project meeting outcomes are delivered.
- Participate in ensuring a consistent Uniting wide Foster Care recruitment strategy is developed and implemented.
- In collaboration with HBC managers, project group; and lead by the Group Manager, ensure the Foster Care recruitment strategy outcomes are achieved.
- Provide the Group Manager and HBC Project Team with reports, expert advice and information relevant to the work area
- Provide recommendations to management on the project’s planning, reviewing and implementation life cycle.

Personal accountability

- Develop and maintain positive and effective stakeholder relationships utilising a strong collaborative approach to decision making
- Undertake other projects and activities at the discretion of the Group Manager Eastern Melbourne.
- 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.

Position Description

Project Officer



- 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

- Appropriate tertiary (Bachelor's degree) qualifications in project management, human/community services and/or public administration

Experience

- Experience in the recruitment of volunteer Home Based Carers
- Experience with and understanding of project management lifecycle, methodologies, tools and technology
- Experience in liaising with senior stakeholders
- Experience in a project and/or transformation environment

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Project support:** Proven experience in a similar position
- **Stakeholder relationships:** ability to partner with a broad range of demanding stakeholders
- **Communication:** Well developed interpersonal, written and verbal communication skills
- **Initiative and problem-solving ability:** proactively identify improvement opportunities and/or solutions to operational issues.
- **Attention to detail:** Proven experience working with detailed reports that require high attention to detail.
- **Time management and organisation:** Proven ability to meet deadlines and excellent organisation skills.

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.
