



POSITION DESCRIPTION

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General Information		
Position Title:	Project Officer – Communities For Children Facilitating Partner (CfCFP)	Band 1 – Base level
Incumbent:	Vacant	
Function & Team/Program:	Communities for Children Facilitating Partner	
Location(s):	Katherine Region , Northern Territory	
Manager's Position Title:	Project Manager – Communities for Children Facilitating Partner	
Manager's Name:	Eugenie Collyer	
Date Prepared:	5 February 2020	
Prepared By:	Sulabha Pawar	
Approved By:	Leonie Green	

Primary Purpose of this Position *(In one sentence - why does the role exist?)*

As part of a small team, the Project Officer will support the effective administration, logistics and promotion of Katherine Region CfCFP. Key areas for support will include community planning, initiative implementation, data collation, reporting, and office administration.

Scope

Direct Reports to this Position

By Position Title

1. None

Indirect Reports

Total Number

None

Financial Dimensions controlled by this Position *(Include key financial metrics such as revenue growth, income & expense budget, etc)*

Direct control

e.g. Revenue, Operating expenditure, Capital expenditure, etc

- None

Indirect control

- NA
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Other Dimensions of this Position

e.g. Number of programs, site responsibility, geographic spread of team

Setting Priorities *(how is work prioritised)*

How often does employee prioritise their own work?

Eg. Daily, weekly, monthly, annually, other

Weekly

How often does employee determine the priorities of others? E.g. Daily, weekly, monthly, annually, other.

NA

Key Relationships *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*

Internal	<ul style="list-style-type: none"> • The Smith Family (TSF) Katherine region Team • TSF CfCFP program Team • General Manager SA and NT • State teams • National Manager – Government and Community Project • Project Administrator – Government and Community Projects • National Office Staff – Communications, Finance, People and Culture, BIS
External	<ul style="list-style-type: none"> • Communities for Children Committee members • Contracted Communities for Children Partners • Community service providers supporting CfCFP, Government departments, NGO's and Schools • Child and Family services • Specific Aboriginal and Torres Strait Islander led organisations and other associated organisations and networks

Key Decision Making in this Role *(What are the key decisions and recommendations made in this role?)*

Decisions Expected

Recommendations Expected

- Effective community engagement across Katherine Region CfCFP area
- Process improvement for data management and reporting
- Process improvement for CfCFP promotion and profiling

Key Responsibilities / Accountabilities *(List the major areas from largest % of job to smallest)*

Major Area: Project Admin

% of Job: 30%

Undertake reception duties, **administration and project support** as required to help maintain high performing CfCFP project and positive active partnerships.

Attend meetings as needed and **keep accurate records** (minutes and notes) when required.

Provide **logistics and event coordination support** for project works that are part of CfCFP role e.g. Professional Development Days or Community Forums.

Provide **support for Outcomes Based Planning** – help maintain records and reporting examples.

Assist in the development and maintenance of **data management** processes for monitoring Katherine Region CfCFP area funded activities e.g. contracts, invoices and evaluation/data reports.

Prepare invoices, recipient created tax invoices **and financial reports** for the Project Manager's review and action.

Major Area: Data coordination and reporting

% of Job: 30%

Creating relevant data collection information and process documents (collateral).

Support the Community Strategic Planning process particularly through community data collation and recording consultation data.

Assist Community Partners in collecting accurate data by:

- Periodically undertaking an audit of the data being collected
- Relaying CP enquiries about data collection and referrals to the Project Manager

Collate and input data into Community partner performance reviews. This will include but is not limited to:

- Key service activities
- Community Partner deliverables
- Collation and entry of data from Community Partners

○ Collation and compilation of Good News Stories	
Major Area: Community Liaising	% of Job: 25%
Attend and support CfCFP related community activities as advised by the Project Manager.	
Interact in a positive manner to build rapport with networks within the community , especially the organisations and Government departments represented on the CCC.	
Support the Community Strategic Planning process by assisting with the organisation of stakeholder meetings , forums and events.	
Actively participate and promote activities and events such as Children’s Week, NAIDOC Celebrations and reconciliation activities etc.	
Maintain distribution email and address lists for Katherine Region CfCFP area and community networks .	
Major Area: CfCFP initiative support	% of Job: 15%
Attend and participate in the CfCFP and the Smith Family’s engagement and promotion activities.	
Support the Katherine region office team in the effective operation of the TSF Katherine Region office site.	
Assist the Project Manager in the development of a Promotional Plan that provides opportunities for “good news stories” and best practice examples to promote CfCFP Katherine Region via The Smith Family and the wider community.	

Key Challenges in Achieving Goal(s): *(What are the key challenges faced by this role in meeting goals/objectives)*

- Effective relationships between The Smith Family as Facilitating Partner and all community stakeholders.
- The availability of accurate and current community data and effective efficient networks to support the planning process.
- The capability and capacity of Community Partners to accurately record data.
- The dynamic and evolving nature of the CfCFP Initiative.

Qualifications, Experience and Competencies: *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*

	Essential	Desirable
Education / Qualifications / Memberships:	<ul style="list-style-type: none"> • Tertiary qualification or equivalent in Social Science, Humanities or equivalent work experience • Full current Drivers Licence or an ability to obtain one prior or shortly after commencement 	<ul style="list-style-type: none"> ○ Willingness to undertake further professional development
Experience:	<ul style="list-style-type: none"> • Knowledge of community capacity building processes and principles • Experience in data collection and data management systems • Proficiency in financial and office administrative tasks • High level written and verbal communication skills • Proficiency in MS Office primarily Word, Excel, Outlook and the Internet 	<ul style="list-style-type: none"> ○ Experience working with vulnerable clients ○ Knowledge of social research projects, including evaluation, service mapping and gap analysis ○ Understanding of Outcomes Based Accountability frameworks ○ Knowledge of the sector and service links utilised to support vulnerable families

	Essential	Desirable
Competencies:	<ul style="list-style-type: none"> • Ability to communicate respectfully with stakeholders from a range of backgrounds and experiences • Ability to work in a changing environment. • Ability to undertake detailed tasks with high degree of accuracy • Ability to manage varied workload and meet deadlines • Ability to work as part of a small team. • Conflict resolution skills 	