



## Position Description: **Project Officer (12 Month Contract initially)**

---

### **Reports to:** Coordinator & The Committee

The Irish Support Agency's (ISA) mission is to provide confidential, sympathetic, caring support and service to individuals and groups within the extended Irish community in NSW.

### **Primary objective:**

This role is responsible for the oversight of key projects at the ISA which aim to promote health and well-being, social inclusion and a sense of connection in the Irish community in NSW. The role also involves creating increased awareness of the ISA and contributing to the ongoing delivery of high-quality services to our clients, members, volunteers and donors in the broader Irish community in NSW.

### **Key Accountabilities:**

#### **Project Management / Event Organisation**

- Contribute to the strategic planning process with a view to creating innovative programmes and projects to grow the Agency's reach and purpose.
- Oversee the life cycle of ISA projects from planning to execution including risk and impact assessments.
- Deliver projects in line with ISA policies/procedures.
- Manage resources to ensure successful project implementation within the allocated timeframe.

## **IT Development**

- Assist in the development and implementation of a new SRM and / or CRM solution for the agency.

## **Funding**

- Research and apply for local and international funding opportunities and prepare progress reports and acquittals on grants received.

## **Fundraising**

- Seek to identify new fundraising opportunities.
- Assist with the preparation of fundraising initiatives, most notably Irish Fight Night.

## **Volunteer Management**

- Maintain accurate records for volunteers who have offered their services across the range of ISA programs.
- Seek opportunities to increase volunteer engagement.
- Recruitment, vetting and training of new volunteers.
- Manage relationships with existing volunteers particularly those participating in the befriending service.

## **Other**

- Participate in the On-Call service alongside the Coordinator and Outreach Worker.
- Engage with wider Irish community using social media platforms.
- Participate in existing programs of care such as the Seniors program or community events such as St Patrick's Day.
- Represent the agency at networking events to raise awareness of the work of the ISA.
- Complete additional tasks as delegated by the Coordinator and/or Committee.
- Assist with Office Administration as required.

## **Competencies & Qualifications:**

### *Essential*

- Relevant degree with subsequent experience *or* equivalent level of knowledge gained through any other combination of education, training and experience.
- A strong understanding of Irish culture in a New South Wales and Australian context.

- A strong "can-do" attitude that shows flexibility, adaptability and commitment to a strong team environment with a proactive, solution focussed approach to issue management.
- Proficiency in a range of computing skills, including Excel, as well as in a range of innovative software applications.
- High-level interpersonal skills and the ability to liaise with a diverse range of people, organisations and stakeholders.
- Highly developed written and verbal communication skills.
- Demonstrated ability to work autonomously while contributing to a strong team environment.
- Proven skills in problem-solving and improving processes and procedures, with motivation to apply this to a range of areas.

#### *Desirable*

- Experience in applying for funding, budget management and completing project acquittals.
- Experience in the selection and implementation of innovative IT solutions.
- Knowledge of health and safety responsibilities.

#### **Experience:**

##### *Essential*

- Demonstrated project management experience, with the ability to manage conflicting deadlines and multiple priorities.
- Experience in social media applications and/or innovative engagement strategies.

##### *Desirable*

- Experience of working in a Not-For-Profit organisation.

Please note that having your own car and NSW driving license is a requirement of this role, with appropriate reimbursement being made by the Agency for work related car use. In addition, employment is dependent on an essential Police Check Clearance and Working with Children Check.