

## Western Australian Council of Social Service Inc Position Description

<b>Position Title</b>	<b>Project Officer DropIN - Marketing, Communications and IT</b>
<b>Classification Level</b>	<b>WACOSS Staff Agreement Salary Scale – Level 3 (range \$71,274 - \$90,184 pa) plus superannuation</b>
<b>Reporting line and roles under direct responsibility</b>	<b>Manager, Corporate Services</b>

### Primary Objectives

Managing the organisation's community service platform (DropIN) and the delivery of website and graphical design services to internal and external clients.

### Key Duties and Responsibilities

<b>Administration</b>	<ul style="list-style-type: none"> <li>• Undertake activities as required to meet the intended objectives and outcomes of the program.</li> <li>• Undertake project management, planning, implementation and oversight</li> <li>• Ensure adequate systems are established to monitor and evaluate the program</li> <li>• Manage and sustain the performance of a team composed of a graphic design professional and a web developer.</li> <li>• Ensure that the administrative requirements of the program are aligned to best practice processes and other activities are adequately met including:             <ul style="list-style-type: none"> <li>○ Management of files in accordance with WACOSS policies and information management system</li> <li>○ Ensuring program and project reports completed as required</li> </ul> </li> </ul>
<b>Marketing, Communications, Web &amp; Graphic Design</b>	<ul style="list-style-type: none"> <li>• Undertake activities as required to meet the main deliverables related to the DropIN project, which consists of a website and suite of services such as web development and graphic design:             <ul style="list-style-type: none"> <li>○ Planning and developing advertising campaigns to achieve sales goals</li> <li>○ Conceiving and Implementing sustainable revenue streams</li> <li>○ Engaging in the production of graphic and web design projects when required.</li> <li>○ Commissioning and undertaking market research to identify market opportunities</li> <li>○ Coordinating the delivery of projects for clients (website design and development, and graphic design of materials such as reports, flyers and banners)</li> <li>○ Delivering online webinars</li> <li>○ Supporting the optimisation, service delivery and fundraising initiatives of the portal WACConnect.</li> </ul> </li> <li>• Support WACOSS' marketing and design needs:             <ul style="list-style-type: none"> <li>○ Coordinating the design of flyers, banners and booklets</li> <li>○ Setting up web portal/pages based on WACOSS' grants</li> </ul> </li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• In accordance with the Performance Development Planning and Review Policy, develop a Work Plan that aligns activities and tasks with WACOSS strategic priorities and operational plans.</li> <li>• Understand and promote the WACOSS Mission, Vision and Values.</li> </ul>
<b>Occupational Health and Safety</b>	<ul style="list-style-type: none"> <li>• Employees are required to take reasonable care for their own safety and health at work and to avoid harming the safety and health of other people through any act or omission at work.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Participate in organisational and team meetings as scheduled</li> <li>• Other duties as required.</li> </ul>

### **Essential**

- Demonstrated program development and project management experience
- Demonstrated experience creating and implementing strategic marketing plans
- Ability to use initiative and work effectively with minimal supervision
- Well-developed organisational and time management skills, including an ability to work within tight deadlines.
- Excellent computer skills including the MS Office suite
- An ability to support and operate within the WACOSS Mission, Vision and Values
- Demonstrated experience in the not-for-profit sector

### **Program Specific**

- Experience in the marketing field
- Proven track record of achieving tangible results
- Proficiency working with Adobe Photoshop, InDesign, and Illustrator
- Comfortable with ICT applications and openness to learn how to operate a Content Management System (CMS)
- Experience managing a multidisciplinary and diverse team
- Web design Front-end development knowledge (Wordpress desirable)

### **Desirable**

- Relevant Tertiary Qualification

### **Other**

Police clearance

### **Authorisation**

This document is an accurate statement of the duties and responsibilities of this position.