



maribyrnong and moonee valley
local learning employment network

JOB TITLE	Project Support Officer
DATE	30 July 2021
REPORTS TO	Chief Executive Officer

JOB DESCRIPTION

Purpose of role Support the teams organizational capacity across programs, administration and project support. Assist the role of the Chief Executive Officer.

Main duties and responsibilities

Core objectives include:

- Represent MMVLLLEN in a professional manner
- Develop trusted and cooperative relationships with colleagues and key external stakeholders including young people
- Assist the Chief Executive Officer with administration and communication tasks both internally and externally
- Provide administration support to the team and running of the office
- Maintain the CRM data inputs across the team as well as being back up support for any projects
- Support the development of projects through administration and CRM support
- Coordinate the youth work placement program which includes Trainees, University and secondary school student Work placements
- Onboarding of any new staff and volunteers
- Respond to communications from stakeholders and team members in a timely and professional manner
- Develop communications to inform and engage stakeholders

The above list is not exhaustive and the role may change to meet the overall objectives of the company.

Other duties

Fulfil other duties as required by management and other department personnel as requested/required.

PERSON SPECIFICATION

Qualifications

- A degree is desirable or certificate qualifications in business, administration, information technology, youth work will be considered

Experience

- Experience working in business development, administration, project support or volunteer management roles

- Knowledge**
 - Knowledge of non for profit values
- Skills & competencies**
 - **Professionalism and drive:** ability to represent the organization with the up most professionalism and the independent drive to make a difference to local young people's career and pathway opportunities
 - **Attention to detail:** excellent attention to detail and written skills when communicating with others, both internally and externally.
 - **Information Technology and Client Relationship Management database experience:** highly degree of confidence and experience in information technology, including the use of databases and CRMs.
 - **Communication:** the ability to communicate clearly and concisely, varying communication style depending upon the audience.
 - **Values:** a commitment to working with and for young people with barriers to successful pathways and transitions, especially those with additional needs.
 - **Teamwork:** willingness to work collaboratively on partnerships and projects and get on with team members.
 - **Time management/organisation:** accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in a highly efficient and timely manner.
- Personal attributes**
 - Self-motivated
 - Professional approach
 - Personable and relationship builder
 - Trustworthy and reliable
 - Organisational and time management skills
 - Excellent attention to detail
 - Confidence with databases and technology
 - Ability to work under pressure
 - Positive approach to change
- Other**
 - Travel to a variety of meetings across western metropolitan Melbourne
 - Drivers license (optional)

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify that have read, understood and accept the duties, responsibilities and obligations of my position

SIGNED BY YOU

.....
Employee

.....
Date

SIGNED BY MANAGEMENT

.....
Manager

.....
Date