



Position Description and Selection Criteria

Position: Project Support Officer

Hours: Part-time: 30 hours per week

Salary: The position is classified under the SCHADS award as level 4, pay-point 1, with access to annual increments. ACTCOSS pays above agreement wages at this level according to the ACT Community Sector Multiple Enterprise Agreement, and the full-time wage is currently \$75,069 plus 10% superannuation

Term: Fixed Term to 30 June 2023

Organisational Context

The ACT Council of Social Service (ACTCOSS) advocates for social justice in the ACT and represents not-for-profit community organisations. ACTCOSS works to ensure that government policy improves the lives of people who face disadvantage and that community service organisations are adequately resourced and supported. ACTCOSS is a member of the nationwide COSS network, made up of each state and territory COSS and our national body, the Australian Council of Social Service (ACOSS).

Benefits of the Position

This position is ideal for anyone who wishes to use their project, events management and organisational skills for the goal of creating a more equal and fair society.

The position gives the successful candidate an engaging workload, with an opportunity to work in a small but dedicated staff team of around 15 individuals, supporting the Senior Project Officer and the broader ACTCOSS team.

ACTCOSS interacts with diverse communities, allowing you to meet and connect with people from different backgrounds and circumstances.

ACTCOSS makes every effort to provide a flexible work environment, allowing substantial employee control of their working hours, among other benefits.

Role

The Project Support Officer assists in the efficient and effective implementation of the new ACTCOSS project – the *ACT Health and Community Services Careers Hub: Everyday know you made a difference*.

The Project will showcase to young people, mid-career professionals, career influencers and those looking to develop their career path, the benefits of working in the health community sector including values-based work; opportunities for progression; the range of careers; and transferability of skills into and out of the sector.

Reporting to the Head of Sector Capability, the role will work closely to support the Senior Project Officer to ensure the successful delivery of the ACT Health and Community Services Careers Hub. This will include supporting as required the:

- delivery of the Careers Hub website through an external provider;
- engagement with stakeholders (including schools, careers influencers, community organisations, tertiary educational institutions and RTOs, community groups);
- design of resources; and
- monitoring and evaluation of the project.

From time to time, the Project Support Officer will assist the Head of Sector Capability with other tasks as required.

The position will work closely and collaboratively with ACTCOSS members and partners, the Capability Team, the Operations Team and Deputy CEO, to ensure the successful implementation of the project.

Duties and Responsibilities

The role of Project Support Officer will:

- Assist with the documentation and processing of project outcomes, milestones and reporting;
- Provide timely and effective communication with project stakeholders and the ACTCOSS team as required;
- Undertake coordination and scheduling of project and stakeholder meetings;
- Assist with the development and distribution of documentation for the Project Steering group, ACTCOSS Board and other project governance activities;
- Work with ACTCOSS members and stakeholders to support the development and design of resources and content for the Careers Hub website and in-person activities;
- Assist with the development and delivery of a marketing and communications plan;

- Support compliance with Commonwealth Government project funding reporting requirements;
- Ensure compliance with work health and safety requirements and any other regulatory matters
- From time to time, assist the Head of Sector Capability with other tasks as required.

Selection Criteria

Applicants should submit their CV and a *brief* letter responding to the essential criteria set out in this section. If you have additional skills or qualifications listed as “highly regarded”, please respond to these as well.

Essential

The successful applicant will be able to demonstrate:

- Demonstrated experience and skills in administration
- Ability to work in a changing work environment and manage multiple tasks while maintaining focus and attention to detail.
- Ability to support partnership and stakeholder relationships relevant to the community sector and tertiary education sector.
- Ability to work co-operatively with a diverse range of people.
- Ability to work autonomously on an agreed agenda within agreed timelines and budget.
- Good verbal and written communication skills.
- Experience using the Microsoft Office suite of products including Word, Excel and Powerpoint.

This role would suit someone who has experience in administration, project management and strong organisational skills.

Highly regarded

- Experience, qualifications and/or skills in one or more of the following: project management; health and community services sector; human resources.
- Good understanding of the community sector and/or the role of peak bodies.
- Understanding of Equal Employment Opportunity and Work Health and Safety Principles.

ACTCOSS is an equal opportunity employer, and we welcome applications from people with diverse backgrounds and life experiences.