

FindHelpTAS PROJECT OFFICER

Position Description — February 2022

<i>Position Title:</i>	FindHelpTAS Project Officer
<i>Location:</i>	Hobart, Tasmania (remote working arrangements within Tasmania may be considered)
<i>Award:</i>	Social, Community, Home Care and Disability Services (SCHCADS) Industry Award 2010
<i>Classification:</i>	Level 5
<i>Salary Package:</i>	TasCOSS Staff Wages Policy
<i>Conditions:</i>	Fixed-term contact — ASAP through to 30 June 2023, may be extended subject to funding 0.5 FTE (19 hours per week)
<i>Responsible to:</i>	Community Sector Development Team Leader
<i>Responsible for:</i>	Maintaining the FindHelpTAS website, including stakeholder engagement, project management, monitoring, evaluation and reporting

Summary of Position:

The FindHelpTAS Project Officer is responsible for the day-to-day administration and maintenance of the [FindHelpTAS service directory](#), ensuring the website is up-to-date and accurate, as well as closely monitoring and reporting on relevant usage statistics.

The role is also responsible for working with the Community Sector Development Team Leader and the FindHelpTAS Partner Group to identify and pursue opportunities to continue to expand and improve the website and its listings. An information technology (IT) background and experience with data management and website content creation is desirable.

Some intra/inter-state travel and occasional out-of-hours work may be required.

Key Responsibilities/Tasks:

1. Manage, monitor and contribute to upgrades of the FindHelpTAS website to meet project objectives and outcomes and ensure completeness and currency of listings.
 2. Work collaboratively with key stakeholders to advance the FindHelpTAS project objectives and outcomes, including facilitating FindHelpTAS Partner Group meetings and implementing their decisions.
 3. Report FindHelpTAS project progress to organisational partners and other funders.
 4. Ensure effective record keeping, monitoring, evaluation and reporting for the FindHelpTAS project.
 5. Represent TasCOSS and FindHelpTAS in public forums, conferences and sector meetings relevant to the work being undertaken.
 6. Undertake other duties relevant to the position as required.
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Selection Criteria:

Essential

1. Demonstrated ability to work effectively both independently and collaboratively as part of a team.
2. Demonstrated commitment to the Vision and Mission of TasCOSS.
3. Experience in project management and in the delivery of agreed goals to tight timeframes in a dynamic working environment.
4. The ability to successfully engage with a wide range of stakeholders across the community services industry and government to achieve shared goals and outcomes.
5. Demonstrated knowledge of database technologies and systems, as well as experience maintaining and improving websites.
6. Advanced analytical, problem-solving and organisational skills.
7. Excellent interpersonal, written and oral communication skills.
8. Outstanding time management skills.
9. Current *Working with Vulnerable People* registration and *National Police Check* or ability to obtain registration.

Desirable

1. A current Tasmanian driver's licence.
2. Experience with WordPress websites.

Authorised by:

Adrienne Picone, Chief Executive Officer, TasCOSS
24 February 2022