

POSITION DESCRIPTION

General Information	
Position Title:	Project Officer – Communities for Children Facilitating Partner (CfCFP)
Incumbent:	Vacant
Function & Team/Program:	Communities for Children Facilitating Partner
Location(s):	Brimbank Sunshine
Manager's Position Title:	Project Manager – Communities for Children Facilitating Partner (CfCFP)
Manager's Name:	Humera Zeeshan
Date Prepared:	(January 2024)
Prepared By:	Karen Russell
Approved By:	(Leonie Green)

Primary Purpose of this Position <i>(In one sentence - why does the role exist?)</i>
As part of a small team, the Project Officer will work closely with the CfCFP Team to support the CfCFP Project Manager, CfCFP Committee, community stakeholders and community partners in building community capacity. Key areas of focus will include; community strategic planning, activity planning, implementation, reporting and evaluation.

Scope	
Direct Reports to this Position <small>By Position Title</small>	Indirect Reports <small>Total Number</small>
None	None
Financial Dimensions controlled by this Position <i>(Include key financial metrics such as revenue growth, income & expense budget, etc)</i>	
Direct control	Indirect control
e.g. Revenue, Operating expenditure, Capital expenditure, etc • None	• NA
Other Dimensions of this Position	
e.g. Number of programs, site responsibility, geographic spread of team Building the capability and capacity of Community Partners is a key feature of CfCFP - a dynamic and evolving initiative. This requires the Project Officer to maintain collaborative and supportive relationships with Community Partners while also monitoring performance against funding requirements and taking remedial action as necessary.	

Setting Priorities <i>(how is work prioritised)</i>	
How often does employee prioritise their own work? Eg. Daily, weekly, monthly, annually, other	Weekly
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other.	NA

Key Relationships <i>(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)</i>	
Internal	<ul style="list-style-type: none"> • The Smith Family (TSF) local CfCFP Team • General Manager • Broader TSF State Team • National CfC team (including other sites) • Corporate Services Teams – including Communications, Finance, People and Culture, BIS
External	<ul style="list-style-type: none"> • Communities for Children Committee members • Contracted Communities for Children Partners • Community based service providers supporting CfCFP including Jobs and Skills Australia (JSA) providers, Registered Training Organisations, government departments, non-government organisations and schools • Child and Family services • Local Aboriginal and Torres Strait Islander led organisations and other associated organisations and networks

Key Decision Making in this Role <i>(What are the key decisions and recommendations made in this role?)</i>
<p>Decisions Expected</p> <ul style="list-style-type: none"> • Timely and efficient escalation to the Project Manager of Community Partner challenges that have the potential to impact relationships and service delivery
<p>Recommendations Expected</p> <ul style="list-style-type: none"> • Effective community engagement across the CfCFP area • Strategies for effective engagement of vulnerable clients in the initiative • Process improvement for data management and reporting • Process improvement for CfCFP promotion and profiling • Involvement in strategic networks • New stakeholders to engage with

Key Responsibilities / Accountabilities <i>(List the major areas from largest % of job to smallest)</i>	
Major Area: Community Partner (CP) Support	% of Job: 35%
Maintain positive active partnerships.	
Actively support the Project Manager to prepare, lead and document CP-related meetings.	
Identify, assess, document and escalate project successes, challenges and delivery concerns in a timely manner.	
Support Community Partners' capacity to implement Outcomes Based Planning and to develop evaluation mechanisms in their projects.	
Provide information on Evidence Based Programs, practice models and research.	
Maintain appropriate records management processes for monitoring funded activities, including contracts, invoices and evaluation/ data reports.	
Collaborate with CPs to develop activity project plans, budgets and grant agreements in alignment with requirements.	
<p>Ensure Community Partners are collecting accurate qualitative and quantitative data by:</p> <ul style="list-style-type: none"> ○ actively monitoring project deliverables ○ regularly monitoring data being collected and entered in to reporting system ○ regularly responding to CP queries about data collection, data entry and referrals 	
Undertake data analysis for project reviews.	
Train Community Partners on reporting systems as required.	
Develop, create, and provide relevant data collection and training resources.	

Major Area: Data coordination and reporting	% of Job: 25%
Assist in the development of the Community Strategic Plan and Activity Work Plan (AWP) particularly through community data collation and recording consultation data.	
Contribute towards AWP reporting required by the funding body.	
Undertake internal management reporting as required.	
Assist in the ongoing analysis of community data and identification of trends to inform planning.	
Undertake data analysis for presentation to a wider audience, including: <ul style="list-style-type: none"> ○ Key service activities ○ Community Partner deliverables ○ Identification and exploration of collaborations/ potential collaborations and referrals to other services ○ Collation of data from community stakeholders ○ Assessment against initiative outcomes. 	
Major Area: Community Liaison	% of Job: 25%
Attend and support agreed relevant CfCFP related community activities.	
Build and maintain positive relationships and networks within the community, especially CCC members and stakeholders.	
Support the Community Strategic Planning process by organising and actively participating in stakeholder consultation.	
Initiate, facilitate and actively participate in partnerships with others to promote activities and events including Children's Week, NAIDOC celebrations and reconciliation activities.	
Develop, maintain, and share information on relevant service and community networks to support capacity building and training.	
Maintain awareness of policy or service changes in the local area and external environment and how this will impact on CfCFP operations and plans.	
Major Area: CfCFP Activities	% of Job: 15%
Attend and participate in the CfCFP and The Smith Family's engagement and promotion activities as relevant.	
Support the effective operation of the TSF office.	
Support opportunities to promote CfCFP through Good News Stories and best practice examples for promotion via The Smith Family and the wider community.	
Support the planning and delivery of CfCFP community events and lead projects as required.	
Lead strategic networking opportunities that support the CfCFP goals of service integration.	
Perform higher duties in accordance with TSF policies.	
Undertake research to identify evidence-based responses to CfCFP priorities.	

Key Challenges in Achieving Goal(s): *(What are the key challenges faced by this role in meeting goals/objectives)*

- Effective relationships between The Smith Family as Facilitating Partner and all community stakeholders
- The availability of accurate and current community data and effective, efficient networks to support the planning process
- The capability and capacity of Community Partners to accurately record data
- The dynamic and evolving nature of the CfCFP Initiative
- Balancing providing support and advice to Community Partner staff against funding agreement management requirements.

Qualifications, Experience and Competencies: *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*

Education / Qualifications / Memberships:	Essential	Desirable
	<ul style="list-style-type: none"> • Relevant tertiary qualification or equivalent experience • Compliance with Child Safe Organisation requirements • Full current Drivers Licence or an ability to obtain one prior to or shortly after commencement. 	<ul style="list-style-type: none"> • Post graduate qualifications in community development/welfare • Child protection training
Experience:	Essential	Desirable
	<ul style="list-style-type: none"> • Knowledge of the child, family and community services sector and service systems • Demonstrated ability to develop and apply capacity building methodologies across the community sector • Demonstrated ability to develop and lead community service networks • Experience in data collection and data management systems • Experience undertaking social research projects, including evaluation, service mapping and gap analysis • Proficiency in MS Office • Understanding of sector challenges in working with vulnerable clients presenting with multiple and complex issues/needs from diverse communities. 	<ul style="list-style-type: none"> • Thorough understanding of Outcomes Based Accountability frameworks • Use of a variety of communication methods in community settings including <ul style="list-style-type: none"> ○ social media platforms ○ fact sheets, newsletters ○ presentations ○ individual training.
Competencies:	Essential	Desirable
	<ul style="list-style-type: none"> • Demonstrated knowledge of the challenges and issues faced by Aboriginal and Torres Strait Islander families and CALD communities • High level communication and influencing skills (verbal and written), and the ability to work positively across a diverse range of views and interests • High level accuracy and attention to detail • Excellent time management skills alongside an ability to prioritise competing demands • High level teamwork skills • The ability to develop and deliver creative solutions to issues that arise within the community or workplace • Ability to work independently in a dynamic and changing environment. 	<ul style="list-style-type: none"> ○ Demonstrated resilience when working with children and families experiencing vulnerability and disadvantage in diverse communities. ○ Demonstrated cultural competence.