



Position description

Position title:	Project Support Officer (Contract)
Job status:	Fixed term contract ending 30 June 2027
Award:	SCHADS Level 4 with PBI salary sacrifice and phone allowance
Hours:	22.8–25 hours (3 days per week)

Position location: Darlinghurst (hybrid by agreement)

Reports to: Director, Policy & Practice

Date developed: December 2025

Position outline

This project role provides high-level project coordination, communications and administrative support to the Fams team. The focus is on coordinating and delivering multi-location initiatives and stakeholder engagement activities across NSW, supporting workflow management, and assisting the completion of priority projects. These activities align with Fams' strategic pillars: Advocating for our Sector, Strengthening our Sector, Connecting with our Sector.

Our vision and mission

- Children thrive within safe, strong and supportive families and communities.
- To advocate for improved policies and resources for early intervention and prevention NGOs that support NSW children, families, and their communities

Individual and joint responsibilities

Each staff member will contribute to the work of Fams through performing their specific duties as outlined in this document and by contributing as appropriate to those activities and projects that require a team effort.

Core responsibilities

- Supporting key projects across the Fams team: contribute to planning, scheduling, resourcing, risk management and execution of projects.
- Organise and assist with the coordination of both face-to-face and online, meetings, events and conferences including venue management, catering, and agenda preparation.
- Contribute to the development and dissemination of resources that support Fams' network including position statements, advocacy papers and annual reports.
- Collect and analyse data for projects and programs.
- General administration: provide high-quality administrative support including calendar coordination, minutes and action tracking, procurement support, and document management.



- Contribute to operational efficiency through administration support and reporting coordination.
- Participate in training and professional development opportunities provided by Fams

Essential qualifications and experience

1. A valid NSW Working with Children Check
2. Demonstrated experience coordinating projects or events, with strong organisational and time management skills.
3. Exceptional customer service and communication skills (both written and oral)
4. Experience setting priorities and monitoring workflow across individual and team projects.
5. Experience in analysing data and writing reports
6. Demonstrated ability to build and develop collaborative working relationships
7. Flexible, positive attitude and willingness to contribute to day-to-day tasks, big and small.
8. Computer literacy across the Microsoft suite.

Desired qualifications and experience

1. Tertiary qualifications in social sciences or a related field.
2. Familiarity with software such as Calendly, Monday.com, Menti, SurveyMonkey, Eventbrite and Canva.
3. Experience working in an NSW not-for-profit, community services organisation, or peak body.
4. A working understanding of the NSW early intervention and prevention child protection sector.
5. Openness to occasional intra or interstate travel in exceptional circumstances, which may involve an overnight stay.

Our principles

- Our People: We will nurture a culture of curiosity for our team to develop, reflect, and grow.
- Our Partners: We will build strategic relationships and work in collaboration to achieve our mission.
- Our Approach: We will ensure that contemporary evidence informs our work.

Our Values

At Fams we will:

- Maintain a culture of integrity and transparency
- Lead with empathy
- Foster equity and inclusion