

Position Description

Position Title: Project Officer – Fluency in Asian Languages

Reports To: Senior Projects and Communications Officer

Employment Type: Full-time, fixed term (12 months, with possible extension to June 2028)

Role Purpose

The Project Officer – Fluency in Asian Languages is responsible for the day-to-day delivery of Community Languages Victoria’s (CLV) Fluency in Asian Languages project, funded by the Australian Government Department of Home Affairs under the Community Language Schools Grants Program. The role supports the delivery of project activities across teacher capability building, student engagement and retention, VCE pathway support, and the development of CLV’s online Teachers Hub.

Working closely with and reporting to the Senior Projects & Communications Officer, the Project Officer coordinates project tasks, supports community language schools and teachers, maintains accurate project records, and ensures activities are delivered in line with grant requirements, timelines and compliance obligations. This role is central to the successful and sustainable delivery of a flagship statewide initiative strengthening Asian language pathways from the middle years through to Year 12.

Key Accountabilities

Key Result Areas	Key Responsibilities
Project Coordination & Delivery	<ul style="list-style-type: none"> Coordinate the day-to-day delivery of project activities in line with the Activity Work Plan, project milestones and grant timelines. Track tasks, deliverables and deadlines, and support timely progress against the project schedule. Maintain accurate project documentation, records and registers to support reporting, acquittal and compliance. Support the preparation of progress reports, Activity Work Plan reports and other Departmental reporting requirements.
Teachers Hub & Digital Delivery	<ul style="list-style-type: none"> Support the build, configuration, population and ongoing administration of CLV’s online Teachers Hub. Confidently use and administer digital platforms to deliver professional learning, resource sharing and collaboration to teachers across the sector. Upload, organise and maintain digital resources, learning content and user access on the platform. Provide first-line support to teachers and schools using the Hub, and help troubleshoot and improve the user experience.

<p>Teacher Capability & Professional Learning</p>	<ul style="list-style-type: none"> • Coordinate the logistics and delivery of professional learning activities, workshops and mentoring for Asian language teachers. • Support teachers with information and guidance on qualification and accreditation pathways (including VIT requirements). • Assist in the development, collation and distribution of curriculum resources, assessment tools and teaching materials.
<p>School Engagement & VCE Pathway Support</p>	<ul style="list-style-type: none"> • Liaise with community language schools to support participation in the project and uptake of project activities. • Support schools through VCE-related processes, including registration, curriculum alignment, assessment and quality assurance. • Support in providing timely guidance, documentation and follow-up to help schools meet Departmental, VCAA and VRQA requirements. • Support student engagement and retention initiatives across the middle years (Years 5–10) and into senior secondary.
<p>Stakeholder Engagement & Communications</p>	<ul style="list-style-type: none"> • Support communication with schools, teachers, families and stakeholders in relation to project activities. • Assist in preparing project communications, updates, presentations and engagement materials. • Support coordination with the Department of Home Affairs, the Community of Practice and other project stakeholders as required.
<p>Compliance, Governance & Records</p>	<ul style="list-style-type: none"> • Ensure project activities comply with grant conditions, child safety obligations and CLV policies. • Maintain version-controlled project records, templates and compliance documentation. • Support governance and reporting processes, including the preparation of materials for the project lead and Committee as required.
<p>Additional Duties</p>	<ul style="list-style-type: none"> • Undertake other responsibilities consistent with the role, as directed by the Senior Projects & Communications Officer or the Committee.

Qualifications and Certificates

- A minimum Bachelor degree in a related area (Education, Project Management, Business, Communications, Languages, or a related field), and experience in a similar role.
- Current Employee Working with Children Check.
- Current National Police Check (or ability to undertake).

Experience and Skills

Essential

- Demonstrated experience in project coordination, project administration, or delivery of funded projects, ideally within education, not-for-profit or multicultural sectors.

- Strong technical and digital capability, with the confidence to learn, use and administer a range of digital platforms and applications (including learning, communication and collaboration tools).
- Strong written and verbal communication skills, with high attention to detail.
- Excellent organisational, time management and multitasking skills, with the ability to manage competing priorities and deadlines.
- Sound understanding of compliance, record keeping and governance within funded or education-sector environments.
- Proven problem solving and ability to work both independently and collaboratively as part of a small team.

Desirable

- Experience working within the community language sector, educational institutions, or multicultural organisations.
- Familiarity with VCE, VCAA, VRQA or VIT processes and requirements.
- An affinity for and general understanding of languages and language learning. Proficiency in an Asian language is welcomed but not required.
- Experience supporting or administering digital learning platforms, websites or community engagement tools.

Workplace Health and Safety Obligations

All employees are required to:

- Take reasonable care for their own health and safety and that of other employees who may be affected by their conduct.
- Participate in the development of a safe and healthy workplace.
- Comply with instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Co-operate with management in its fulfilment of its legislative obligations. Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Report any injury, hazard or illness immediately, where practical to the Committee.
- Not place others at risk by any act or omission.
- Not wilfully or recklessly interfere with safety equipment.

Employee Position Declaration

I have read and understand the requirements and expectations of the above position description. I agree that I can fulfil the requirements of the position and accept my role in fulfilling the key accountabilities. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.

Print Name

Employee Signature

Date