



Position Description

Position title	Project Officer
Reports to	Executive Officer
Direct reports	Nil
Employment status	Part-time, 28 hours per week 1 year fixed-term contract

About Inner Sydney Voice

Inner Sydney Voice (ISV) is the trading name of the Inner Sydney Regional Council for Social Development. Established in 1974, ISV is the regional social development peak agency for Central and Eastern Sydney, working across Bayside, Inner West, Randwick, City of Sydney, Waverley and Woollahra.

ISV leads sector coordination and planning, and designs and delivers community-led initiatives that reduce barriers to participation and advance social justice. ISV prioritises people and communities experiencing social and economic disadvantage and marginalisation.

Role Overview

Inner Sydney Voice is funded to coordinate and strengthen diverse community organisations and to support community members to be peer educators in their own communities.

The Project Officer will represent ISV in local networks, engage with communities and organisations, and coordinate projects that strengthen the voice of Inner Sydney communities. The role offers an opportunity to build on community sector experience and develop sector coordination and community development skills.

Key Skills

1. Project management: Plan, initiate and deliver multiple projects to agreed requirements.
 2. Collaboration: Work flexibly with ISV staff, contractors, volunteers and partner organisations to achieve outcomes.
 3. Organisation: Manage competing priorities, meet deadlines and maintain accurate records.
 4. Sector knowledge: Apply knowledge across areas such as aged care, child and family services, peer-led initiatives and community development.
 5. Communication: Excellent written and verbal communication skills, including writing community-led content for Hello Sector Newsletter and Inner Sydney Voice magazine by engaging diverse stakeholders.
 6. Networking: Build and maintain effective professional relationships across community and sector networks.
 7. Digital capability: Use CRMs, social media and tools such as Canva to support project delivery and communication.
 8. Problem solving: Identify issues as they arise and develop and implement practical, effective solutions.
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Key Responsibilities

1. Plan and deliver professional sector support activities, including training, reporting, research and events.
 2. Coordinate inclusive place-based and sector support events and meetings, ensuring participants feel welcome and able to contribute.
 3. Lead effective delivery of ISV-led network meetings, including chairing when required, coordinating notices and minutes, liaising with guest speakers, maintaining communication with members and keeping network lists updated.
 4. Represent ISV at agreed community meetings, including service interagencies, Neighbourhood Advisory Board meetings and Resident Action Group meetings, and provide feedback to support team planning and responses.
 5. Demonstrate leadership and problem solving by responding to issues as they arise.
 6. Support accurate and timely coordination of the CRM, website and diaries.
 7. Undertake other duties as directed by the Executive Officer.
 8. Implement Workplace Health and Safety policies and procedures.
 9. Support risk management compliance in conjunction with other staff.
 10. Ensure compliance with relevant legislation.
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Key Relationships

- **Internal:** Executive Officer, Project Officers, Communications Manager, ISV staff, contractors and volunteers.
 - **External:** Community members, universities, funders and community groups across the region.
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Other Requirements

- National Criminal Record Check
- Agreement to comply with ISV's Code of Conduct
- Current Driver's license
- Current Working with Children Check