



Position description

Project Officer

Australian Music Therapy Association
PO Box 7345 Beaumaris VIC 3193
P 03 9586 6033 E info@austmta.org.au
austmta.org.au

About the Australian Music Therapy Association (AMTA)

Founded in 1975, the Australian Music Therapy Association (AMTA) is the government-recognised professional body and registration board for the music therapy profession in Australia. We manage the registration and regulatory obligations of registered music therapists (RMTs). AMTA supports members through the provision of education, professional development and networking opportunities.

AMTA's mission is to enable, advance and advocate for excellence in music therapy on behalf of its members and the community.

Music therapy is an allied health profession that uses evidence-based approaches, methods and techniques to actively support people to improve their health, functioning and wellbeing. Music therapy is the intentional use of music by a university-qualified RMT who is registered with AMTA. AMTA supports more than 950 RMTs to provide evidence-based and safe music therapy services to people across Australia.

RMTs draw on an extensive body of research and are bound by the Code of Professional Conduct for Music Therapists that informs their practice. They are employed across a variety of health, community, aged care, mental health, disability, justice health, early childhood and education settings.

About the team

AMTA has a small, collaborative and highly motivated team dedicated to advancing the music therapy profession and providing professional and effective member services, regulation and advocacy. AMTA has a highly engaged membership supported by a board, chief executive officer (CEO), secretariat and management team, including advocacy, policy, communications and professional standards liaison officers. Volunteer sector advisors, national committees and state branches also support AMTA to achieve its mission.

About the role

The Project Officer leads the planning, coordination, delivery and evaluation of initiatives that advance AMTA's strategic and organisational priorities. The role requires strong project management, research, analysis, communication and stakeholder engagement skills, together with the ability to work independently and collaboratively in a small, distributed organisation.

Working closely with the CEO, the role translates approved priorities into clear project plans, coordinates stakeholders and activities, monitors progress, manages project documentation and supports timely, high-quality outcomes.

The Project Officer also has oversight of AMTA's governance and policy framework, including AMTA's policy version control and support for the development and review of policies that ensure AMTA has efficient and

Position description: CEO Aug 2026
Due for review: Aug 2028

effective business systems and processes. Liaison and connectivity with board sub-committees, is critical to the success of this role.

Why join us

At AMTA, you'll be part of a small, collaborative team where your contribution is visible and valued. We work closely together, respect each other's expertise and celebrate the wins that matter for our members and the communities they serve.

This position offers the chance to lead the project and policy portfolio that will add value to AMTA member services and support RMTs to remain contemporary in their practice. Supported by the CEO, board and the relevant committees, you'll have scope to put your own mark on the organisation whilst providing a direct member benefit.

We understand the importance of flexibility and balance, offering remote work-from-home arrangements to help you manage professional and personal commitments.

Responsibilities and duties

1. Project planning and management

- Develop fit-for-purpose project briefs, plans, schedules, milestones, budgets, risk registers and reporting arrangements for approved projects.
- Clarify project scope, objectives, deliverables, responsibilities, dependencies and success measures with the CEO and relevant stakeholders.
- Maintain accurate project records, decision logs, action registers and document control.
- Monitor progress against agreed milestones and escalate risks, issues, delays or changes in scope to the CEO.

2. Project coordination and delivery

- Coordinate the implementation of approved strategic and organisational projects from commencement through to completion and review.
- Organise project meetings, prepare agendas and papers, record decisions and actions, and follow up agreed commitments.
- Coordinate contributions from staff, committees, working groups, members, consultants and external partners.
- Ensure project deliverables are completed to an appropriate standard, within agreed timeframes and available resources.

3. Research, analysis and policy support

- Research and synthesise complex information relevant to AMTA projects, including government policy, legislation, regulatory requirements, professional standards, sector reforms and industry developments.
- Support the development and review of policies, procedures, guidelines and internal resources arising from approved projects.

4. Policy Development and Review

- Assume carriage of the policy framework for AMTA including version control and ensuring that policy review mechanisms are planned, evaluated and implemented in a timely manner.
- Support the AMTA management team and committees in the development and review of policies to ensure a quality and effective governance structure.

5. Stakeholder engagement and collaboration

- Build effective working relationships with AMTA staff, office bearers, committees, working groups, sector advisors, state branches, members and other stakeholders to advance the responsibilities of the role.
- Liaise with allied health professionals, peak bodies, government agencies, partner organisations and consultants as relevant to individual projects.
- Facilitate consultation and gather stakeholder input to inform project and policy design, implementation and evaluation.
- Represent AMTA at relevant meetings, forums and events as authorised by the CEO.

6. Communication and implementation support

- Work with the Communications Officer and relevant subject matter experts to prepare clear, accessible project communications, fact sheets, member updates, website content and implementation resources pertinent to the scope of the role.
- Support communication of new or revised policies, standards, procedures and project outcomes to members and stakeholders.
- Prepare presentations, briefing materials and progress updates for internal and external audiences.

7. Documentation and Reporting

- Provide regular and quality reports for the CEO and the Board of Directors.
- Develop relevant and detailed documentation appropriate for external stakeholders aligned to the AMTA strategy initiatives.

Key selection criteria

Essential

1. Experience and qualifications

- Relevant tertiary qualification in project management, business, allied health, public policy or a related discipline, or equivalent relevant experience.
- Demonstrated experience in planning, coordinating, delivering and evaluating projects involving multiple stakeholders.
- Demonstrated ability to develop project plans, schedules, risk and issue registers, budgets, reports and other governance documentation.

2. Research, policy and analytical capability

- Experience researching, analysing and synthesising complex information for practical organisational use.
- Ability to identify key issues with regard to policies, procedures and guidelines relevant to advancing AMTA strategic goals.
- Ability to understand and work with regulatory frameworks, professional standards, government policy or sector requirements.
- Ability to monitor and develop organisational policy to support management and board governance.

3. Stakeholder engagement

- Demonstrated ability to work collaboratively with boards, executives, committees, subject matter experts, members and external stakeholders.
- Ability to facilitate consultation, manage differing perspectives and maintain productive professional relationships.

4. Communication and coordination

- High-level written and verbal communication skills, with the ability to adapt information for different audiences.
- Excellent planning, organisation and time-management skills, including the ability to manage multiple priorities and meet deadlines.
- High level digital literacy, including competence with Microsoft Office and online collaboration tools.

5. Professional approach

- Demonstrated initiative, sound judgement, discretion and professionalism in a confidential environment.
- Ability to work proactively and autonomously with limited supervision while contributing effectively as part of a small team.
- Flexibility and capacity to adapt to changing organisational priorities.

Desirable

- Experience working in an allied health, professional association, membership, advocacy, community, disability, health or not-for-profit organisation.
- Knowledge of self-regulated allied health professions, professional standards and accreditation frameworks, including NASRHP or a comparable framework.
- Understanding of music therapy or demonstrated ability to acquire knowledge of the profession.
- Experience supporting committees or working groups and coordinating nationally distributed stakeholders.

Relationships

- CEO
- Board and office bearers
- AMTA staff and secretariat
- National committees and working groups
- Sector advisors and state branches
- AMTA members and RMTs
- Government, allied health, peak body, community and other external stakeholders
- Consultants, suppliers and project partners

Related documents

- AMTA organisational chart
- AMTA Constitution

- Code of Professional Conduct for Music Therapists
- Manual of Administration, Policies and Procedures
- AMTA strategic and operational plans
- Relevant project briefs, policies, standards and procedures

Employment arrangements

This role reports directly to CEO.

Fixed term employment contract 12 hours per week spread over 2-3 days until 30/6/2027, with a view to permanent part-time going forward.

SCHADS Award Level 4, point 4.

We are willing to negotiate a contractor agreement if you have an ABN, rather than an employed role.

How to apply

To apply, please submit:

- A cover letter addressing the key selection criteria
- A current CV
- Contact details for two professional referees

Applications close: Monday 7th September 2026 at 11.59pm

Enquiries:

Confidential enquiries can be made to ceo@austmta.org.au using the subject line: Project Officer position.

Related documents

[AMTA's organisational chart](#)