



Position Description

Position Title: Project and Engagement Lead

Portfolio: Child Safety and Artificial Intelligence Pilot

Time Fraction: Part-time 0.6 FTE

Term: Fixed Term from November 2026 to November 2027 (possible extension subject to funding)

Location: Hybrid work plan – home and Melbourne CBD office; national travel may be required

Salary package: \$110,000 p.a. pro rata, plus regulated superannuation and optional tax-reducing salary packaging

About the Centre

The Centre for Excellence in Child and Family Welfare (the Centre) is the leading voice for children, young people and families in Tasmania and Victoria.

We listen to the experiences of children, families and the frontline workers who support them, using their insights to create programs and policy solutions that improve people's lives. We work with governments and our member organisations to continuously develop our workforce to truly meet the needs of those we support.

For over a century, the Centre has committed to keeping children, young people, their families and their carers safe, supported and involved in decisions impacting them. Every child deserves the opportunity to live a great life and grow up in a secure and nurturing environment with strong connections to family, community and culture.

When children and families flourish, so does our whole community.

We encourage applicants of all backgrounds, cultures, gender identities and experiences to join us.

Position Summary

The Project and Engagement Lead will provide project management, stakeholder engagement and research support for a nationally significant initiative exploring how children and young people can shape the development of safe, ethical and respectful AI systems.

Working with community organisations, education providers, sector and project partners, the Project and Engagement Lead will coordinate the Centre's contribution to project delivery and dissemination. The role will support the development of practical resources, frameworks and tools that strengthen AI literacy, promote respectful online behaviour, and enable children's voices to influence the future of AI safety and governance.



The role requires a strong commitment to child-centred practice, participation, safeguarding, innovation and systems change and will work closely with the project's specialist human-centred design partner, *Today*.

Reporting Line

Reports to:	Dr Carmel Goulding
Reporting to this role:	Nil

Key Responsibilities

Project leadership and delivery

- Lead the planning, implementation and monitoring of project activities, deliverables and timelines.
- Establish and manage project governance processes and support advisory and steering group activities.
- Develop and maintain project plans, risk registers, and reporting frameworks.
- Prepare high-quality reports, progress updates, presentations and briefing materials.

Stakeholder and partnership management:

- Lead participant recruitment and engagement activities by developing and maintaining partnerships with education providers, community organisations and child and family service organisations.
- Lead the identification, outreach, recruitment and ongoing participation of children, young people and families in project activities, research and co-design initiatives.
- Provide ongoing engagement and communication support including facilitating collaboration across project partners and with state and national stakeholders.
- Support communications, dissemination and public engagement activities through the Centre's stakeholder networks and sector relationships.

Child and youth engagement and research

- Research and support the design of participatory methods that enable children and young people to influence decision-making and contribute to project outcomes.
- Coordinate the engagement and recruitment of project participants, including the Youth Ambassadors.



Knowledge Translation

Evaluation and Continuous Improvement

- Align engagement activities with child-safe, ethical and strengths-based practice principles.
- Coordinate the development and communication of educational resources, frameworks, guidance materials and toolkits by coordinating the Centre's subject-matter input, stakeholder review and approvals.
- As part of a team, translate project findings into practical resources for children, families, educators, practitioners and policymakers.
- Contribute to reports, publications and presentations highlighting project outcomes and lessons learned.
- As part of the project team, develop evaluation tools, including data collection and analysis processes and methods.
- Monitor project outcomes and identify opportunities for continuous improvement.

Key Selection Criteria

Essential:

- Demonstrated experience leading complex projects involving multiple stakeholders and competing priorities.
- Strong experience in stakeholder engagement, partnership development and facilitation.
- Demonstrated relationship-building skills, including the ability to influence across diverse stakeholder groups.
- Demonstrated understanding of child rights, child participation and child-safe practices.
- Highly developed project management, planning and organisational skills.
- Excellent written and verbal communication skills.
- Experience managing contracts and project reporting requirements.
- Ability to translate research and evidence into practical resources and recommendations.

Desirable:

- Experience in digital safety, online wellbeing, violence prevention, education technology or AI-related initiatives.
- Knowledge of participatory research techniques, particularly with children and young people.
- Experience in mixed-methods research, data collection and analysis.
- Knowledge of human-centred design, participatory design or co-design methodologies.
- Experience working with government-funded projects and grant reporting.
- Understanding of evaluation, impact measurement and outcomes frameworks.



Key Capabilities

The successful applicant will demonstrate:

- Commitment to child rights and child-centred practice.
- Critical thinking and creative problem solving.
- Applied research and evidence analysis.
- Strong collaboration and partnership-building capability.
- Ability to engage diverse communities and amplify children's voices.
- Sound judgement and problem-solving skills.
- Ability to work independently while coordinating complex partnerships.
- Commitment to equity, inclusion and cultural safety.
- High levels of professionalism, accountability and integrity.

Appointment Prerequisites

- Relevant qualification in social sciences, community development, education, public policy, digital innovation, project management or a related discipline, or equivalent professional experience.
- Satisfactory national police check.
- Current Working with Children Check.
- Proof of the right to work in Australia.
- Current Australian Driver's Licence, where required for the role.

Organisational Accountabilities

The Centre is committed to the health, safety and wellbeing of its staff and strives to achieve innovation and excellence in all its activities. We recognise the value of diversity in the life experiences, perspectives and skills of our staff, creating an environment where innovation and learning can flourish.

The Centre and its staff must comply with relevant statutory requirements, including equal opportunity, occupational health and safety and privacy, and with all organisational policies and procedures.

Benefits of working at the Centre

- Up to three days of additional leave (pro rata) over the Christmas and New Year period.
- Family-friendly flexible working arrangements.
- A flexible hybrid work-from-home arrangement.
- Substitution leave.
- Cultural leave.



- Paid parental, carer and study leave.
- An individual annual budget for training and professional development.
- A supportive and positive work environment.
- Employee Assistance Program (EAP).
- Leave loading of 17.5%
- Attractive not-for-profit salary packaging (which boosts your income by reducing the amount of tax you pay), with an additional meal and holiday accommodation benefit.

How to apply

If this role aligns with your skills and experience, we welcome your application. Please provide the following:

- Your résumé.
- A brief cover letter of no more than two pages outlining your interest in the role, relevant experience and how you meet the key selection criteria, including short examples where appropriate.

If you would like to learn more about the role, please contact **Dr Carmel Goulding**, Senior Manager - Growth and Development, at Carmel.goulding@cfecfw.org.au.

This position is being recruited through an expedited process. Applications will be reviewed as they are received, and the role may be filled before the closing date. We encourage interested candidates to apply as soon as possible. Applications will close once a suitable candidate is appointed.

Position Description: Project and Engagement Lead	Version: 1.0	
Responsibility: Program Director / Project Sponsor	Created: 09/2026	Next Review: 09/2027