



Position Description

Position Title:	Project Officer
Award Classification:	Level 4, Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Based at the Youth Network of Tasmania (YNOT) Level 12/39 Murray Street, Hobart. This role offers flexibility with hybrid work arrangements available.
Hours:	22.5 hours per week Occasional after-hours work, weekend work and intrastate travel may be required.
Term:	Fixed term contract until 30 June 2027, subject to funding.
Reports to:	Project Manager
About YNOT:	YNOT is a member-based peak body representing the interests of young people aged 12-25 years and the non-government youth sector in Tasmania. YNOT works to empower young people to share their views, contribute to decisions that impact their lives and actively participate in their communities.
Our Purpose:	To amplify the views, rights, and leadership of young people in Tasmania.
Vision:	A Tasmania where all young people are valued.
Values:	Respect, Equity, Collaboration, and Integrity.



Commitment to Child and Youth Safety

YNOT is committed to supporting, enhancing, and upholding the safety, wellbeing and empowerment of children and young people. We do this by:

Creating a Culturally Safe Space

We are committed to creating a culturally safe environment where all children and young people feel respected, valued, and free to express their identity - ensuring Aboriginal children and young people have their culture and sense of belonging actively supported, and those from culturally and linguistically diverse backgrounds are welcomed, understood, and embraced.

Striving for a Tasmania where all young people are valued

We are committed to celebrating diversity, fostering inclusion, and recognising the unique value of every young person, while ensuring those from vulnerable communities are supported to access meaningful opportunities and are empowered to make decisions.

Ensuring child and youth safety is championed throughout our organisation

We are committed to embedding child and youth safety across all policies, practices and staff conduct, ensuring our team is equipped with the knowledge and skills to uphold this responsibility. We actively seek the views of young people in key decisions and service design and provide ongoing opportunities for them to share feedback and ideas that help shape and improve our work.

Summary of Position

The Project Officer works under the general direction of the Project Manager to plan, coordinate, deliver and evaluate projects and youth participation initiatives that support YNOT's strategic objectives.

The role delivers projects within approved objectives, timelines and budgets, builds effective relationships with young people aged 12–25 and key stakeholders, and facilitates meaningful youth participation to inform YNOT's projects, policy and advocacy work.

The Project Officer exercises initiative, sound judgement and effective organisational skills while working autonomously under limited supervision to deliver high-quality outcomes.

Key Responsibilities

- Plan, coordinate, deliver and evaluate approved youth participation projects, events and activities in accordance with approved project plans, timelines, budgets and funding requirements.
- Develop project plans and coordinate all operational aspects of project delivery, including project administration, logistics and participant support, ensuring project deliverables are achieved within approved budgets and timeframes.
- Coordinate meetings, workshops, consultations and events with young people aged 12–25 years, YNOT staff, members, government and community stakeholders to support meaningful youth participation.
- Build and maintain effective relationships with young people, members and key stakeholders, using a range of communication channels to promote participation opportunities, project activities and outcomes.
- Collect, analyse and report project data to monitor progress, evaluate outcomes and meet organisational and funding reporting requirements.
- Monitor project risks, issues and emerging priorities, implementing appropriate mitigation strategies or escalating matters to the Project Manager as required.
- Support young people to participate in decision-making and advocacy activities, documenting and communicating their views to inform relevant policies, programs and initiatives.
- Prepare high-quality project documentation and communication materials, including project plans, consultation and evaluation reports, briefing papers, fact sheets, surveys, communiqués, website content, social media and newsletters.
- Contribute project insights, evaluation findings and youth participation outcomes to organisational planning, advocacy and continuous improvement activities.
- Represent YNOT at meetings, forums, conferences and sector events, fostering collaborative relationships and promoting YNOT's work.
- Undertake other duties consistent with the responsibilities and classification of a SCHADS Award Level 4 Project Officer, as directed by the CEO or Project Manager.

Position Requirements

- Tertiary qualification in a relevant field or equivalent demonstrated experience.
- Demonstrated experience coordinating projects, events or community engagement initiatives.
- Demonstrated organisational and time management skills, with the ability to manage competing priorities and meet project deadlines.
- Current National Police Check or the ability to obtain prior to commencement.
- Registration to work with vulnerable people, or willingness to obtain prior to commencement.
- Current Tasmanian driver's licence.
- Signed confidentiality agreement prior to commencement.
- High level of professionalism, discretion and integrity.

Selection Criteria

1. Formal qualification relevant to the position and/or demonstrated experience in project management.
2. Demonstrated experience in planning, implementation and evaluation of projects and monitoring expenditure against approved project budgets.
3. Demonstrated experience working with young people in a range of settings.
4. Understanding of and commitment to the principles of social justice and youth participation and an ability to apply these principles in undertaking stakeholder engagement activity, particularly for young people experiencing disadvantage and social exclusion.
5. Excellent oral and written communication skills including demonstrated experience in developing and maintaining stakeholder relationships, particularly with young people.
6. The capacity to work both autonomously and cooperatively within a team environment and ability to plan and manage competing priorities, work to multiple deadlines and demonstrate problem solving abilities.
7. Ability to work in a contemporary office environment including well developed IT skills, including the use of Microsoft Office 365 and social media platforms.