



POSITION DESCRIPTION

POSITION TITLE:	Project Support Officer
DEPARTMENT:	Community Services
DIVISION:	Community Development Neighbourhood Renewal
OCCUPANT:	to be appointed
DATE APPROVED:	July 2010
APPROVED BY:	Sarah Northey

Organisational Purpose:

Established in the Great Depression, the Brotherhood of St Laurence (BSL) was the vision and creation of Fr. Gerard Tucker, a man who combined his Christian faith with a fierce determination to end social justice. The BSL has developed into an independent organisation with strong Anglican and community links. Today, we continue to fight for an Australia free of poverty.

Community Services is one of six Divisions of the Brotherhood of St. Laurence (BSL), and has a responsibility for the provision of a range of programs catering to the needs of disadvantaged people in the areas of Community and Family Services, Asset Building and Employment.

Neighbourhood Renewal is a state government initiative that assists in creating stronger and more vibrant communities. Neighbourhood Renewal aims to bring together local residents and communities, government, businesses and service providers to work together to address disadvantage and to pursue opportunities to build on skill, capacity and leadership within the community. Within the Department of Human Services Southern Metropolitan Region, Doveton & Eumemmerring have been selected as a Neighbourhood Renewal site.

Position Purpose:

The Project Support Officer will be part of the Doveton/Eumemmerring Neighbourhood Renewal Project Team and will work alongside team members based at the Doveton Neighbourhood Learning Centre. The Neighbourhood Renewal Community Development Coordinator will provide the day-to-day management of the worker.

Key responsibilities and Duties:

1. Administration and Office Support to Doveton Eumemmerring Neighbourhood Renewal

- Provide quality administrative support, including modifying and maintaining databases, preparation and mail merging for regular mail outs, printing of information and flyers and answering telephone calls to the Doveton Eumemmerring Neighbourhood Renewal Manager and team members.
- Create and maintain appropriate hard copy and electronic files.
- Answer queries and provide quality information to promote and link Neighbourhood Renewal to residents, local businesses and key stakeholders.
- Maintain office procedures and practices that ensure privacy standards and confidentiality standards are adhered to and file security is maintained.
- Regularly contribute to team planning and assist in implementing change to meet program outcomes.

2. Coordinate Office and Community meetings

- Book and prepare venues, organise catering and prepare and distribute minutes and other documents.
- Assist in preparing for local events and activities, including venue bookings, stallholder and other partner bookings, identifying and collating resources, setting up and liaising with resident volunteers.
- Represent Doveton Eumemmerring Neighbourhood Renewal at local activities and events, providing leads for new resident and agency champions to the Neighbourhood Renewal team.

3. Project Work

- Undertake project work and other activities to work towards achieving outcomes as detailed in the Doveton Eumemmerring Community Transition Plan.

4. Occupational Health and Safety

- Cooperate with managers in consultative processes that improve health and safety by using the relevant tools and systems, such as procedures, guidelines and policies.
- Observe the safe working practices you have been trained in, and as far as you are able, protect your own and others' health and safety.

5. Multiskilling

- The Project Support Officer may be directed to carry out other such duties which are within the limits of his/her skill, competence and training.
- Provide expertise and knowledge, within the scope of individual experience, to contribute to planning and development activities.

KEY SELECTION CRITERIA

- Strong written and verbal skills
- Experience in working with community groups and members.
- Ability to work with limited supervision.
- Strong organisational and planning skills.
- Patience and the ability to deal with a range of individual personalities.
- Understanding of and sympathy with the values and ideals of the BSL.

- Administration skills including the ability to use Microsoft Office

ORGANISATIONAL RELATIONSHIPS:

Reports to: Neighbourhood Renewal, Community Development Coordinator

Supervises: NA

Internal Liaisons: Department of Human services, City of Casey, Doveton
Neighbourhood Learning Centre.

External Liaisons: Community groups, residents.

CONDITIONS OF EMPLOYMENT

- Conditions as per the BSL Enterprise Agreement.
- The position is part time till May 2011 for 10 hours per week. These hours will be worked flexibly.
- The salary for this position will be between \$38,519 and \$43,030 pro rata, plus 9% superannuation.
- Other expenses associated with the running of the program through the DENR budget will be reimbursed.
- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are expected to behave in accordance with the principles of the Brotherhood of St Laurence Code of Ethical Behaviour.
- A standard Police Check and Working with Children Check will be performed on the successful applicant.
- A three-month probationary period applies.
- The BSL operates a smoke-free work environment.

Manager's signature

Incumbent's signature

Date