

Position title	Project Officer	Reference	PO-EACS: DWN
Reporting to	Initiatives Manager	Location	Winnellie
Division	East Arnhem Children's Services	Section	October 2020
Approved	Executive Manager, Families & Homelessness	Date	October 2020
Comments: Position provides project support, logistics and administration to urban and remote based teams.			

Organisation Statement

Anglicare NT is a respected provider of quality human services across urban, regional and remote areas of the Northern Territory. We demonstrate our values of Hope, Kindness, Respect, Fairness and Integrity through strength-based and trauma informed practice, cultural respect, child safety, social justice, community development and partnerships. Anglicare NT was formed by the Anglican Diocese of the NT to respond to the social needs of our diverse communities.

Purpose of the Position

You will provide high level project support, logistical and administrative for activities undertaken through the East Arnhem Children's Services (EACS) division. Key focus areas include providing efficient, user friendly and responsive assistance to urban and remote based teams and supporting capacity building of staff, volunteers, and community partners.

This includes supporting engagement, strengthening capability and follow up with Play and Learn Support (PALS), Family Skills Facilitator Service – FSFS and Home Interaction Program for Parents and Youngsters – HIPPY families, in order to assist with the provision of quality services and record program related data.

You will uphold the values of Anglicare NT and provide quality services within the scope of the position and associated delegations

Selection Criteria

Position Specific Requirements

1. Degree, Advanced Diploma or Diploma qualifications in early childhood, children's, community, family support, social work, allied health related services - Early Childhood, Social Science, Community Development Project Management, or a field of study complimentary to the position.
2. Minimum of the equivalent of five (5) years' work experience in relevant role and an interest in working with a Not for Profit community services organisation.
3. Support the EACS divisional team and line manager in agreed network activities, interagency meetings and liaison with key stakeholders as required.
4. Knowledge of and experience in working in communities and demonstrated capacity to work across family and clan groups in a culturally appropriate way in a remote community context.
5. Demonstrated skills in maintaining administrative processes, databases, and registers, generating reports using narrative and data, creating templates and formatting.
6. Excellent written / verbal English language skills and a demonstrated commitment to maintaining positive communications and teamwork in the workplace with the ability to liaise with people at all levels of the organisation.
7. Demonstrated customer service focus, record of working respectfully with people from diverse cultural backgrounds and abilities along with skills in task monitoring, supporting / mentoring skill development and project management.
8. Knowledge of remote services delivery and data collection, feedback, evaluation, reporting and continuous improvement processes.
9. Ability to travel frequently to remote locations.
10. Demonstrated strong work ethic, flexible approach and aptitude for multitasking and using initiative, with attention to detail and the ability to manage a complex workload.

General Criteria

1. Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.
2. Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
3. Northern Territory Working with Children Clearance (Ochre Card).

4. National Police Criminal History Report (less than three months old) with acceptable outcome.
5. Ability to meet 100-point ID and additional visa / overseas work compliance measures.
6. Northern Territory Driver's Licence.
7. First Aid Certificate or willingness to obtain within agreed timeframe.

Key Responsibilities

1. Contribute to high functioning, productive and responsive Teams

- Develop self-managed schedule of tasks to be completed weekly, fortnightly, and monthly to a high standard.
*This will be used in supervision to review workloads, assess incoming requests for assistance and to prioritise tasks.
- As required undertake other administrative, practical and project support tasks within scope of the position
Maintain shared outlook, leave, and travel calendars and schedule room bookings and key meetings.
- Undertake specific projects including development of site specific work plan and program documentation, data compliance, development and/or evaluation of HIPPY, FSF and Playgroups, liaise with Community Partners (Sub Contractors), contribute to periodic newsletters and promote the Communities for Children initiative and activities of other family focused services.

2. Provide assistance with record keeping, data collection, reporting and continuous improvement activities

- Collate and enter program data and information into approved data systems and online portals.
- Prepare data extracts and assist with production of reports.
- Contribute to developing documents (procedures, forms, and templates) and record keeping practices
- Assist with file management and archiving of documents (hard copy and electronic).
- Support feedback, evaluation, program development and continuous improvement activities.

3. Provide, practical and logistical support for program related activities and events at peak times with various client related tasks/program delivery when required

- Support the logistical and practical needs of remote outlets and staff undertaking remote based travel and program development work.
- Provide secretariat services to the EACS Strategic Advisory Committee and other working parties as required (invites, agendas, collating and distributing papers, minutes and following up actions).
- Coordinate logistics including scheduling, invites, bookings, catering for regional meetings and training activities.
- Support planning, promotions and implementation of key community-based events and learning forums.

4. Develop family skills and build peer support systems to promote improved family functioning

- Assist parents/caregivers and children to connect with appropriate services.
 - Deliver and promote the use of the Play and Learn Support (PALS) resource and associated mentoring sessions on child/brain development and parenting strategies to parents/caregivers of children 0-12 years).
- Analyse and report on community needs within scope of the position..

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment.
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).

This position is graded at an Award Level whereby staff can be allocated for supervision on a temporary or permanent basis. Currently this position has up to **X** staff reporting to it.