



POSITION DESCRIPTION AND SELECTION CRITERIA

POSITION TITLE: **Project Officer – Development and Communications**

PURPOSE OF THE POSITION

The purpose of the position is to design and sustain communications and engagement across the Tasmanian Neighbourhood Houses Network thereby enhancing community capacity.

A secondary purpose is to promote public awareness of the social and economic contributions of Neighbourhood Houses in Tasmania.

DURATION AND HOURS

Approximately Three Years contract, Full or Part-Time.

September 2021 – July 2024.

PAY AND CONDITIONS

The terms and conditions are those applying under the Social, Community, *Home Care and Disability Services (SCHCADS) Industry Award 2010*.

The position is classified at Level 5 Pay Point 1.

Superannuation will be paid at the mandated rate to the fund of choice.

The position requires:

- Working in accordance with the aims and philosophies of NHT.
- Adhering to the Policies and Procedures of NHT.
- Supporting and assisting other staff members, and projects, as required.
- Participating in processes, staff meetings and staff development opportunities as required by NHT.



GOOD CHARACTER CHECK

The position requires the ability to pass a good character check/safety screening and hold a Working with Vulnerable People Card

SUPERVISION

The Projects Officer will work under the general supervision of the Chief Executive Officer (CEO) of NHT.

DUTIES

- Using a project management approach and within a community development framework to improve Neighbourhood Houses' capacity and capability.
- Lead projects to develop a range of online learning modules.
- Assist the CEO and NHT team to meet compliance requirements of NHT as an organisation under legislation and funding agreements.
- Contribute to effective and efficient communication with and between Member Neighbourhood Houses.
- Participate in the planning and implementation of the Annual State Conference and other events as required.
- In collaboration with the CEO and NHT team respond promptly and effectively to enquiries, including those from Neighbourhood House staff, volunteers and committee on relevant issues.
- Represent NHT at relevant meetings and forums.
- All other duties, relevant to the position, as directed by the CEO.
- Contribute to the broader purpose of NHT as a peak body for Neighbourhood Houses in Tasmania.

PERSONAL QUALITIES

The successful applicant will have:

- To have values congruent with those of Neighbourhood Houses Tasmania.
 - COLLABORATION We work together for a common purpose



- LEADERSHIP We step up, take risks, and learn from our experiences. We inspire.
 - ETHICAL We will be fair, just, and honest.
 - ACCOUNTABLE We listen, are open and responsive.
 - RESPECT We treat people as equals with kindness and compassion.
- An understanding and commitment to confidentiality.
 - A willingness to take direction as well as work as a member of a team.
 - An ability to work autonomously, manage own workload and prioritise tasks.
 - An ability to use initiative and experience in problem solving and prioritising.
 - Superior written, oral, and interpersonal skills.
 - A sense of humour.
 - A commitment to a safe workplace.

WORKING ENVIRONMENT

- The position will be located at the NHT office, 16b Elmsleigh Road, Derwent Park.
- Travel within Tasmania is required, with some overnight trips.
- While NHT team members have access to a pool car, it is subject to availability and employees, at times, may need to use their own vehicle for travel. Mileage will be reimbursed subject to the Award specifications.

SELECTION CRITERIA

The successful applicant will have:

Essential

1. Relevant tertiary qualifications or commensurate experience.
2. Demonstrated skills in project management, design, and review.
3. High level marketing and social influencing skills.
4. Demonstrated experience in social policy research, interpretation, and analysis.



5. Demonstrated ability to effectively work, consult and communicate, both verbally and in writing, with a range of stakeholders.
6. Demonstrated high level computer skills, particularly in the use of the Microsoft Office suite of computer software.
7. Possession of a valid, open driver's licence.

Desirable

8. Demonstrated media liaison and management experience
9. Experience in working to a volunteer Board of Management and experience in the volunteer sector, as a volunteer and/or manager of volunteer programs.
10. Experience in instructional design and developing and administering online learning.