

POSITION DESCRIPTION

JOB TITLE	Project Officer – Event Coordination
STATUS	Temporary Part-time / Casual (3 months)
DATE	March 2022
REPORTS TO	Community Education and Training Manager
AWARD	Social, Community, Home Care and Disability Services Industry Award 2010, Level 5.1 to 5.3 (depending on experience)

ABOUT LAUREL HOUSE

Laurel House provides a range of trauma-informed, evidence based, therapeutic services to victim-survivors of sexual assault.

We also develop and deliver a broad range of programs to adults, young people and children including the provision of therapeutic face-to-face counselling at our centres located at Launceston, Devonport, and Burnie and through outreach locations across North and Northwest Tasmania. Our team also provides community education programs focused on the prevention of sexual harm and on supporting parents, carers and service providers to better respond to disclosures of sexual violence.

Laurel House has secured government funding until late 2022, to undertake the design and implementation of the Information Linkages and Capacity Building (ILCB) Project. The project has been tasked to produce a range of educational materials and training to build workforce capacity among health professionals and support workers to better respond to disclosures of sexual assault of people with a disability.

PURPOSE OF THE ROLE

The Project Officer – Event Coordination position is responsible for supporting the delivery of the ICLB Project and other training and community education events. The role will involve a range of project related tasks and may also assist with grant writing in order to secure funding to extend the project.

The key focus of this role will be to coordinate collaborative events throughout the year, including supporting the delivery of three full-day training events, to be held in Tasmania in May 2022, and other online and face-to-face community education and training opportunities. However, duties of the position may incorporate additional tasks and not limited to this focus.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Under limited direction from the Community Education and Training Manager:

- Undertake allocated project tasks assigned by the Manager observing sound project management principles, achieving project deliverables within agreed timeframes and to standards of performance.
- Assist with the design, planning and delivery of three full day training and collaboration events. This may include, but not limited to, organising venue hire, guest management, communication, and event promotion.

- Assist with stakeholder engagement for events as the need arises.
- Successfully establish and manage respectful and productive working relationships with stakeholders, including people with disability, particularly people who are marginalised, experience additional vulnerabilities, and representatives of a diverse range of government, community, voluntary and for-profit organisations, including community services peak bodies and local organisations
- Attend meetings and undertake other internal processes as required for compliance with grant and other service agreements.

SELECTION CRITERIA

1. Demonstrated ability to work collaboratively and as part of a team.
2. Tertiary level qualifications or equivalent
3. Demonstrated experience in planning and coordination of training and education events, including development of communication materials, event venue hire, guest management, and promotion, or the ability to quickly acquire such skills.
4. Demonstrated sound interpersonal and communication skills, including the ability to communicate respectfully and effectively, both verbally and in writing, to a diverse range of audiences with differing level of communication skills.
5. Demonstrated knowledge of contemporary understanding of disability, an understanding of intersectionality and/or knowledge of trauma-informed care, or the ability to quickly acquire such knowledge.
6. Experience in a project support role is desirable, preferably in a human service or not-for-profit environment.

OTHER POSITION REQUIREMENTS

- Must hold Australian citizenship, be a permanent resident of Australia or possess a relevant temporary visa with permission to work rights.
- Proficient in the use of technology including email, internet, and Microsoft Office.
- Current drivers' licence.
- A current Working with Vulnerable People Card.
- A satisfactory National Police Certificate.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

ACKNOWLEDGEMENT

I certify I have read, understood, and accept the duties, responsibilities, and obligations of the position.

SIGNED BY EMPLOYEE

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Printed name

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Signature

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Date

SIGNED BY CEO

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Printed name

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Signature

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Date