



## Role Description Project Organiser

***The Project Organiser role is to work as a member of the 2Connect Youth & Community team to achieve the objectives of Links to Learning projects; the common goal being to improve participation and engagement of young people, particularly who are at-risk or disadvantaged and/or from culturally/linguistically diverse backgrounds.***

***Employment Status: Part-time 14hrs per week***

***Responsible to: The position is responsible to the Manager***

*This Position Description should be read in conjunction with 2Connect's Policies and Procedures, employee job contract & other relevant guidelines including project guidelines.*

## Key Responsibilities and Duties

### 1. Organising & Coordinating Links to Learning projects

- 1.1 Establish work program, including planning, delivery and evaluation, of the projects targetting students at risk of leaving school early from years 6-11. The ages of young people range from 10 to 19.
- 1.2 Oversee, locate and engage students from partner primary schools and high schools, to participate in the project
- 1.3 Coordinate, develop & facilitate a groupwork learning program for young people through implementing groupwork activities which develop key competencies/life skills for young people
- 1.4 Maintain participant interest and attendance by providing a learning environment that respond to the needs of students (eg. utilising innovative creative/arts based activities & interactive activities)
- 1.5 Oversee, engage and involve tutors/workshop facilitators for group activities
- 1.6 Ensure recruited students participate and are engaged in the project
- 1.7 Oversee and provide students with individual support (prior to, during & post-groupwork) in order that they meet their individual goals, learning & support needs. This includes providing information, support, advocacy and appropriate referrals.
- 1.8 Work in partnership with partner schools and convene local advisory groups to assist with planning
- 1.9 Ensure that the project meets its obligations under the Funding Agreement, including compliance with the Links to Learning Protocols & Guidelines

### 2. Community Development and Networking

- 3.1 Promote the projects and other services of 2Connect (and maintain sustainable networks and work in partnership with) schools, services & communities in St George & Sutherland.
- 3.2 Participate in relevant networking meetings with local Youth Networks, childrens' services, multicultural networks, other services etc.
- 3.3 Other community capacity building activities, including advocacy & representation of issues/needs of target groups.

#### 4. Project Administration & General service duties

4.1 Over see and maintain accurate administrative systems and records including:

- Confidential and appropriate client file notes
- Client statistics and outcomes for evaluation & research purposes
- Administration obligations for duty of care eg. consent forms, attendance lists, incident reports
- Administrative requirements such as travel expenses, timesheets, leave forms, financial transactions etc.

4.2 Providing Project Reports to the Management and funding body.

4.3 Convene project team meetings, and participate in staff team meetings, debrief meetings, Supervision & any other planning & evaluation processes

4.4 Support other project staff, and participate as a team member with project teams & other 2Connect staff eg. provide appropriate support and monitoring outcomes

4.5 Participate in and comply with Work Health & Safety policy and requirements.

4.6 Attend training and professional development courses as required

4.7 Undertake other relevant duties as directed by the Management.

### Selection criteria

#### ESSENTIAL criteria:

- Skills/experience in working with students at risk of leaving school early within a group setting and individually. This includes young people aged 11-18years old, and students with behaviour issues & disengaged from school
- Skills/experience in coordinating community projects, including monitoring outcomes, supporting other staff and designing structured educational group work
- Skills/experience in working with culturally diverse and Aboriginal young people
- Relevant tertiary qualifications
- Ability & commitment to teamwork, & ability to work independently
- Ability to develop and maintain strong networks with a range of government and non-government organisations relevant to children and young people (in particular schools)
- Excellent organisational, administrative and communication skills, including strong IT literacy
- Commitment to principles of social justice
- NSW drivers licence & own comprehensively insured car

#### DESIRABLE criteria:

- Relevant community language

### Salary & Conditions

- **Excellent Salary package includes base salary and Salary packaging option. Salary package to be negotiated with successful applicant**
- Conditions of employment covered by the Social, Community, Home Care and Disability Services Industry Award 2010 (Federal modern award). Position is classified as Level 5, at above Award rate
- Salary package option includes salary able to be salary packaged (tax free) as well as a car allowance for use of own car for work purposes, above & on top of mileage reimbursement .
- All applicants must submit their Resume & statement addressing each essential & desirable criteria (using the 'How to Apply' guide in the information package). For further information email [admin@stgeorgeyouth.org](mailto:admin@stgeorgeyouth.org).
- Your application must be received by 10am Thursday 14<sup>th</sup> June 2018.

*This is a Child-Related position and it is a legal requirement that the successful applicant must hold a current Working with Children Check clearance prior to commencement of employment, under the Child Protection (Working with Children) Act 2012. Information on the 'Working with Children Check' may be obtained from the NSW Office of the Children's Guardian web-site at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)*