

Project Support Officer

Position Description

Reporting to:	Team Leader	Work location:	Kununurra
Department:	54 reasons	Budget holder:	No
Team:	Communities for Children	Direct reports:	Nil

About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. With operations in every state and the NT, our services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

Role Purpose

The key focus areas for the Project Support Officer are:

- Project support and coordination
- Community engagement and stakeholder management
- Ongoing monitoring and evaluation of project outcomes

Key Areas of Accountability

Project support and coordination

- Assist with the planning, implementation of the project, in line with contract requirements, project objectives and organisational policy
- Provide logistical support for operational matters related to the project
- Use strengths-based approaches to work on project plans in consultation with relevant internal and external stakeholders
- Develop and maintain an understanding of project strengths, resources, connections, gaps, and opportunities
- Provide general administrative support for the project where needed

Community engagement and stakeholder management

- Maintain strong relationships with project partners and stakeholders
- Assist with arranging stakeholder meetings and carry out minute taking where needed
- Where relevant, support with building relationships and networks with the local community, including the Aboriginal and CALD community, to ensure community engagement and participation
- Liaise regularly with the Team Leader to ensure timely communication and resolutions of operational issues and concerns

Project monitoring and evaluation

- Support ongoing progress reporting and data collection
- Work with relevant stakeholders to ensure they are implementing effective monitoring and evaluation frameworks
- Provide support in the financial tracking of the project

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training

- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team’s programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children’s rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Person Specification

Essential knowledge or experience

- Demonstrated skills, knowledge, understanding and experience working with Aboriginal and Torres Strait Islander families in remote communities.
- Proven record of working with a diverse range of stakeholders and in driving community engagement
- Knowledge of community development principles and practices
- Strong interpersonal, facilitation, presentation, communication and consultation skills
- Strong time management and organisation skills
- Ability to work under pressure and to tight deadlines
- High levels of attention to detail and quality

Desirable knowledge or experience

- Experience in project coordination and implementation in a community development setting
- Experience in community consultation
- Experience in report writing
- Knowledge of children’s rights and child-centred development

Required qualifications and/or accreditations

- Relevant qualification Cert IV in Community Development, Early Childhood/Education or relevant experience

Additional Information

- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia’s Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

Driver’s Licence:	Required	Travel:	Some
Working with Children Check:	Required	Assets:	Laptop