



Position Description

Position: Project Officer

Position Title	Project Officer
Reports to	Executive Officer
Hours of work	0.6 FTE (22.8 hours per week) Standard office hours are between 8.30am – 5.30pm, Monday to Friday. Flexible work arrangements and hours of work can be negotiated in line with business requirements.
Position Status	Fixed-term to 30 June 2024
Location	This position is based in Warrnambool. Notwithstanding this, flexibility of work location within our LGA's is available and, at times, required. Work from home arrangements may also be negotiated on a flexible basis.
Award	Social, Community, Home Care and Disability Services Industry Award 2010
Classification and Salary	Pay range: \$74,172.28 - \$84,854.12 (full time equivalent). Based on between Level 4 – 5 of the Social, Community, Home Care and Disability Services Industry Award 2010. Classification determination is made in line with qualifications and experience. Salary packaging is available in line with Beyond the Bell Policy.
Travel Requirements	Beyond the Bell has all of region coverage, with our services supporting the South West, Western and Otway regions of Victoria. As such, you will be required to travel throughout our region using your own vehicle to support our programs and services. The applicable travel allowance as per the SCHADS Award is paid for approved travel between our sites.
Probation	This position is subject to an initial six-month probationary period
Additional Requirements	<ul style="list-style-type: none"> • Current and Valid Victorian Driver's Licence • Working with Children's Check • Police Check

About Us

Beyond the Bell (BtB) is a community-led initiative committed to ensuring all young people in the Great South Coast are supported and inspired to achieve their full potential.

We believe that education is the key to unlocking life opportunities. Those who complete Year 12 or equivalent (VCAL or Certificate III) are more likely to be healthier, wealthier and happier.

Young people in the Great South Coast are less likely to achieve Year 12 than their metropolitan counterparts. Beyond the Bell's goal is for the percentage of young people completing year 12 or equivalent in South West Victoria will be the same or higher than the Victorian average by 2030.

To achieve our goal, Beyond the Bell engages with all sectors in our regional and local communities. Community and partners, with Beyond the Bell backbone support, work diligently to offer innovative solutions that support our young people on the ground. Bespoke program facilitation ensures that local solutions are offered for local problems. Regionally led initiatives advocate for large scale systems change. Beyond the Bell was founded in 2012 and plays a significant role across the region in leading and partnering to enable children and young people to have every choice and every chance to be connected to education and engaged in their learning.

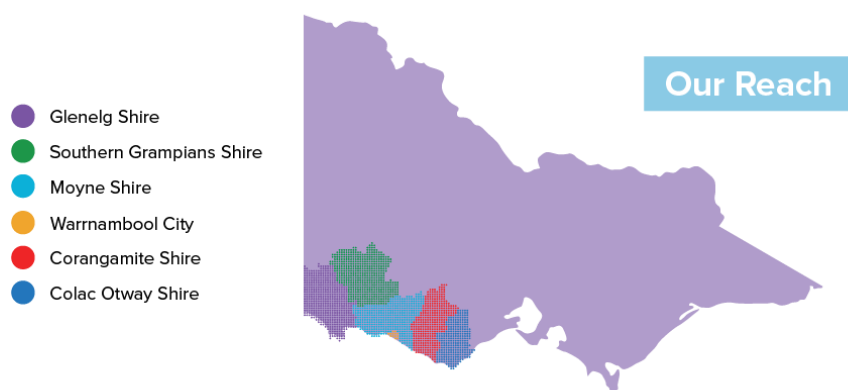
Our Vision

All children and young people are connected to education and engaged in their learning.

Our Purpose

To actively work with communities to enable children and young people in South West Victoria to engage in education and successfully transition through key stages of their learning.

Our Region



Role Purpose

The Project Officer reports to the Executive Officer and will have key relationships with Beyond the Bell's multiple partners, stakeholders and communities.

The Project Officer assists in the provision of backbone support for BtB, and will be part of a small interdisciplinary team that works together as a movement for social change to improve educational outcomes for young people using the Collective Impact framework.

The main focus of this role will be supporting communities to scope, action and review local, place-based initiatives. Contribution to regional initiatives and assisting with grant seeking will also be required.

Position Objectives

- Support the implementation of the Beyond the Bell 2021-2023 Strategy
- Facilitate communication between community working groups, stakeholders and partners
- In collaboration with communities, scope, action and review initiatives aligned to the focus areas of Beyond the Bell.
- Identify and assist with the development of relationships with potential funding sources, and together with the Executive Officer, develop funding submissions to support BtB key focus areas
- Positive promotion of BtB to community groups and organisations

Key Responsibilities

The key responsibilities and performance standards may be modified from time to time to ensure that they align with the BtB strategic and action plan.

1. Liaise with and support community working groups to:

- map potential stakeholders and partners
- facilitate access to relevant data to inform decision making
- develop submissions and applications for funding and resources
- communicate and coordinate similar initiatives and activities across and between groups
- facilitate positive and collaborative relationships with stakeholders, partners and communities
- develop evaluation tools and methods
- build capacity in working with a collective impact approach

2. Assist with the facilitation of forums, workshops and discussions for a range of audiences to support BtB key focus areas including:

- to gain an understanding of the issue(s) and to identify potential partners and resources
- develop and co-design initiatives and activities
- reflect and gather learnings from implementation

3. Collaboratively support the collection and collation of relevant data at the regional and local government levels including:

- development of data sharing protocols where appropriate
- communication of data to working groups, stakeholders and partners
- analysis of data and identification of key themes
- support with the facilitation of key data indicators
- creation of regular summary reports for The Collaborative Table and Board

4. Work with the Executive Officer to identify potential funding sources to support BtB focus areas and goals, including:

- writing of grant applications and submissions
- working with partners and agencies to obtain information to inform submissions
- assisting with reports and acquittals for funding agencies
- tracking funding including allocated funds from and for working groups

About You – Skills, Knowledge and Experience

This role presents an outstanding and unique opportunity to play a critical role in supporting BtB's core purpose of enabling children and young people in South West Victoria to engage in education and successfully transition through key stages of their learning.

Perhaps you are an experienced Community Development/Engagement professional, with an array of successes you supported the achievement of within your specific sector(s).

Alternatively, you may be a Graduate with a tertiary qualification in social sciences, education, community development/engagement or similar, who is keen to make an impact on the lives and learnings of young South West Victorians.

Irrespective, you will have the following attributes and experience:

- A firm commitment to the vision, purpose and focus areas of BtB
- Demonstratable experience in Community Development roles and building opportunities for specific cohorts through profile building, accessibility to services and programs, and strong partnerships
- Demonstrable project management experience
- Strong skills in building relationships with community groups, service providers, educational institutions and other key stakeholder groups
- Well developed capacity to build an awareness of the environment in which organisations operate, and adapting approach to suit the political and social environment accordingly
- Strong community engagement and facilitation skills, and the ability to inspire confidence and passion with a range of stakeholders
- Flexibility and the ability to work autonomously as well as take direction as needed
- Commitment to and understanding of the collective impact concepts
- Strong analytical and critical thinking skills and data acumen
- Excellent interpersonal and communication skills (written and oral) including grant and submission writing experience
- Ability to be reflective and learn from experience, work harmoniously within a team environment and to deal discretely and tactfully with sensitive matters

Key Selection Criteria

Essential

- Demonstrable experience in Community Development / Engagement roles and building opportunities for specific cohorts through profile building, enhancing accessibility to services and programs, and strong partnerships
- Demonstrated success in building and maintaining relationships with a cross-sectoral range of stakeholders and community groups
- Well developed facilitation and community engagement skills and experience in understanding impacts specific to regions
- High level interpersonal and communication skills, including the capacity to liaise effectively with a diverse stakeholder group and prepare well considered, professional and engaging written reports, advices and information
- Project management expertise, as evidenced by the capacity to apply suitable frameworks and methodologies to projects, services and initiatives to demonstrate a sound understanding of the whole of region need and impact
- Flexible approach to work to enable the broad range of stakeholder needs to be met
- Demonstrable alignment with the Core Values of BtB

Desirable

- Tertiary Qualification in a related field such as community development, community engagement, education or social sciences
- A working knowledge of the Collective Impact Framework

To apply

To learn more about our organisation: <https://btb.org.au/>

Application to include:

- Application letter specifically addressing Key Selection Criteria
- Resume
- Names and contact details of 3 referees

For more information contact:

Kate Roache: Executive Officer

Ph: 0491 722 069

Email: eo@btb.org.au

Applications close: **Monday 20th September, 2021**

To apply: Please email application to eo@btb.org.au using the subject line: CONFIDENTIAL Project Officer Application