

GRADUATE | ENTRY LEVEL POSITION SUMMARY

Ideal for recent tertiary education graduates seeking an entry level position with training and guidance for candidates with suitable skillsets and characteristics.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned below may be altered in accordance with the changing requirements of the role.



Photo: Students taking over the Cucina 105 Restaurant for one night only serving real customers in the Class Chefs Program

YOUTH EVENTS & PROJECTS OFFICER GRADUATE | ENTRY LEVEL POSITION DESCRIPTION



The primary purpose of this role is to assist with the coordination and delivery, monitoring and evaluation of SWC run programs and activities for young people and their families. Activities include classroom based structured programs as well as external excursions and workshops for groups ranging from 25 to 2,000 participants.

Reports to:

Head of Strategic Development (Business and Innovation) with guidance from the Senior Projects Coordinator. Relevant support, training and development will be provided to candidates joining us with appropriate skills, attitude and work ethics.

Photo: Primary School Students learning Social & Emotional Learning Skills during the STEP Up to Success Program



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 facebook.com/SouthWestConnect

TOP TIP: To stand out in the recruitment process, ensure you understand:

- the SWC recruitment package
- this position summary
- the SWC website including program objectives, videos, newsletters, Annual Operational reports etc

**Due to the high level of interest in this role, please follow the recruitment process and complete all steps or you may not be considered or shortlisted for the roles.*

If you have experience in Administrative tasks, please also see our Youth Events & Projects Admin Support officer position

<https://bit.ly/3FnHla1>

Key Tasks & Responsibilities

YOUTH PROJECTS OFFICER GRADUATE | ENTRY LEVEL JOB SUMMARY

SWC Projects Delivery:

Projects refer to summits, expos, events, presentations, tours / excursions, capacity building, programs, workshops, and meetings (Collectively referred to as 'SWC Projects')

Demonstrated Experience: (under supervision of a senior team member)

- Support all aspects of planning, organising, developing, marketing, delivering, implementing and evaluating SWC Projects to lift the aspirations of young people and in accordance with funding requirements
- Sourcing of props and equipment required for SWC Projects
- Make & take bookings (and generate quotes if required)
- Respond / follow up with inquiries and send confirmation / reminders (in-person, by email and phone) under supervision of a Senior Team member
- Undertake a full range of duties during SWC Projects including: preparing, packing / unpacking, cleaning, food catering servicing, delivering (couriering)
- Record videos and photography during SWC Projects to promote the SWC brand and to support organisational / project outcomes
- Maintain resources / documents to achieve project milestones (in accordance to SWC Projects outcomes)

Assist in areas: (directly / indirectly supporting the team)

- Preparing logistics boxes of supplies before each project
- Managing relationships with external partners to ensure smooth running of SWC Projects
- Developing social media content (newsfeeds, publications, newsletters, images), SWC branding and portfolio of successful concepts, projects designs, proposals and events
- Research & development of engaging, informative and up to date information resources / documents
- SWC Projects development and stakeholder recruitment (in-person meetings/networking and telephone/online video calls)
- Project facilitation during SWC Projects, engaging with stakeholders across a range of interactive settings: classroom, workshops (indoor & outdoor), auditorium / stage, bus, various venues, webinar
- Compiling, administering, collating, recording, and reporting accurate SWC Projects attendance and evaluation forms in accordance with the funding agreements reviewed and approved by the Manager

General responsibilities:

Demonstrated Skills: (under supervision of a senior team member)

- Support all necessary general administration duties: including meeting agendas, minutes, filing, general reception / telephonist duties, storage of photos, photocopying, laminating, printing, collating data, downloading, creation of folders etc
- Document any processes that may improve / benefit organisational and project efficiencies or outcomes
- Utilising marketing strategies to contribute to business development and stakeholder recruitment (traditional and digital platforms/social media, in-person meetings/networking and telephone/online video calls)
- Utilises MS Office, design and database maintenance software to improve efficiencies / engage stakeholders competently (particular focus on Canva, Animoto, Word, Excel, PowerPoint, or equivalent software)
- Collating data to interpret information in a meaningful way to achieve outcomes (anecdotal evidence, surveys, student observations, booking / research quotes, content analysis, etc)
- Contribute to a team culture that is dedicated to engaging with young people and responding accordingly to the identified needs
- Communicating and liaising with internal & external stakeholders in-person, by email and phone
- Create file notes to document key discussion points to progress personal / professional development and SWC Projects milestones

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- Undertake any additional tasks / duties and contribute towards the success of the SWC Annual Thank You Evening
- Undertake additional tasks and other duties as requested by the Manager and deemed appropriate for this position
- Provide timely progress updates to the Manager and Senior Projects Coordinator to allow effective resolution of potential issues to enable the YCIT to achieve goals and objectives of SWC

Key Skills, Attributes & Experience

Required Skills and Experience:

- Strong Emotional Intelligence, interpersonal, written & verbal English language communication skills
- Engaging and impactful workshop and group facilitation skills to create required outcomes
- Demonstrates strong MS Office skills, computer skills, design software skills and database maintenance (particular focus on Canva, Animoto, Word, Excel, PowerPoint, Publisher)
- Demonstrates the use of design software to develop engaging visual image and video resources for relevant stakeholders (Canva and Animoto, or equivalent)
- Experience working with young people and facilitating group activities across a range of settings (class room, workshops both indoor and outdoor, auditorium, on a bus and at various venues during events / excursions)
- Demonstrated ability to plan, organise, adapt and execute successful Youth initiatives
- Confident public speaking, ability to develop and deliver persuasive and impactful presentations to a range of audience
- Experience in report writing and creating engaging materials and resources
- Understanding of workplace legislation including duty of care principles and Work Health and Safety

Interpersonal skills:

- Well-developed written and oral English Language communication skills
- Ability to solve problems, influence and negotiate positive outcomes
- Motivated, self-starter with a professional and proactive approach to work
- Ability to gain co-operation and assistance from young people, their families and other employees
- Ability to resolve issues through discussion and team work and to gain the cooperation of team members, participants and stakeholders

Risk management:

- Follow established safe working practices, procedures and instructions
- Take reasonable care for their own Work Health & Safety and that of their colleagues
- Seek assistance when unsure of practices and procedures to perform a task
- Report all incidents, accidents, injuries, near misses and potential risks as soon as practicable to their supervisor
- Actively participate and contribute to audits, team meetings and training
- Adhere to all FBEP (Fairfield Business Education Partnership Inc.) policies and procedures

Key Skills, Attributes & Experience

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Qualifications and Essential experience:

- Tertiary qualification in a relevant field (Social Sciences, Youth Affairs, Youth work, Social Work, Human Services, Community Development, Events Management, Education) or working towards a qualification
- Experience in delivering and facilitating programs and activities for young people and their families
- Demonstrated experience in engaging with young people, families and the community
- Level 2 Workplace First Aid

Desirable experience:

- A demonstrated understanding of Social and Emotional Learning concepts together with a genuine interest in improving the social, physical and mental well-being of young people is preferred (Relevant support training and development will be provided to the successful applicant)
- Demonstrated professional competence and commitment to the SWC values, initiatives and local young people to achieve the required outcomes

Personal Competencies and Attributes:

- Ability to relate to clients and their families from diverse cultural and socio-economic backgrounds
- Self-motivated with flexibility, resilience and willingness to learn
- Ability to work independently and as part of a team and to show initiative with high energy levels
- Ability to work professionally across a range of disciplines
- High ethical standards in dealing with sensitive and confidential matters
- Well-developed interpersonal, written and oral English language communication skills
- Strong attention to detail and professional judgement
- Well organised, methodical and efficient approach to completing tasks
- Networking and relationship development skills
- Effectiveness in a constantly changing environment
- Have a flexible attitude to working hours, particularly in relation to attending before and after hours events
- Accepting direction as required and providing timely updates
- It is the responsibility of all staff members to assist with tidying, maintenance of machines and generally maintaining a clean and well-functioning office

Additional Essential Requirements:

- This full time position is based at Bossley Park Community Centre. A requirement of this role is to travel to various locations including businesses and schools. Therefore you must have daily access to your own fully insured and reliable vehicle (Kilometre allowance payable)
- **To be eligible for this role, you must have the right to live and work in Australia, complete a satisfactory Police Check and Working with Children Check along with a current Drivers Licence**
- This role is 37.5 hour per week, 4 weeks Annual Leave per annum to be taken during the Christmas and New Year period
- **This role involves working on projects delivered on site at Aged Care Facilities. They require all visitors to show proof of immunisation before entering their Aged Care Facility. SWC also interacts with thousands of students and teachers at expos, summits, workshops and excursions. To safely perform your role, you are required to have and provide proof of taking the Influenza and COVID-19 vaccines.**