



Job Description

Position Title:	Project Officer
Reports to:	State Coordinator on daily basis and to Policy and Advocacy Manager for overall project.
Location:	NSW
Status	Full- time, 12 month contract
Salary	SCHADS Level 4.1, Plus attractive salary sacrifice
Hours	7.6 hrs per day

Position Statement

Primary Purpose of the Project Officer:

Project Officers are responsible for improving the lives of children and young people with a care experience outlined in CREATE Foundation's Strategic Plan. Project Officers are guided by the organisations Mission, to – Connect to Empower to Change.

Position Context and specific job requirements:

CREATE Foundation is a systems advocate and the role that Project Officers play is one where engaging with children and young people is central to the role. Project Officers are change agents who facilitate the voices of children and young people through active participation and engagement. This enables the organisation to advocate to key decision makers effectively.

CREATE recently developed a resource to aid young care leavers in their journey to independence (at age 18 years). The Go Your Own Way kit has been evaluated and it was determined that in order to improve the distribution process and inform young people about the transition process, and the resources available to them that CREATE would engage more directly with young people and workers in a 12 month project. This role is therefore a new role that will require a strong, dedicated and self-motivated staff member to facilitate the project.

Position Description

Key Responsibilities

Identify communication strategies to support the distribution of Go Your Own Way Kits and assist young people through the transition process.

Communicate effectively with young people identified, and seek input from them; and offer information about resources available to them during their transition.

Keep accurate records of interactions to ensure that CREATE is able to demonstrate effectiveness of the project.

Facilitate the distribution of GYOW kits directly to young people in the participating states across Australia and supervise a team of volunteers in this process.

Work collaboratively with the Policy and Advocacy Manager and NSW State Coordinator to work with government departments to implement joint communication plan/s to promote the GYOW kits to Departmental Officers, NGO's and after-care service providers.

Follow up with young people after the distribution of GYOW Kits to check that have received the resource and are progressing within their plans for the future.

Key Relationships

Internal

- State Coordinator
- Policy and Advocacy Manager

External

- Young people with a care experience
- Staff in NGOs and OOHC government departments
- After care agencies

Organisational Citizenship and Teamwork

- Demonstrate an active, dedicated commitment to the CREATE Mission, Vision and Core Principles.
- Actively seek to understand, represent and support CREATE's vision, strategic direction and company position to all stakeholders, internally and externally.
- Ensure a high level of confidentiality and integrity; liaise with stakeholders in a professional, respectful and constructive manner.
- Actively contribute to an environment of personal and physical safety for all staff, visitors and young people (incorporating CREATE's policies and guidelines).
- Participate in national CREATE initiatives, projects and events.

Key Result Areas

- Meet deliverables outlined in the individual Work Plan
- Develop and maintain active relationships with children and young people with a care experience
- Work effectively with key stakeholders to distribute GYOW kits
- Actively maintain records of interactions with children and young people
- Maintain a high level of professionalism and advocate effectively CREATE's key messages to children and young people,

SELECTION CRITERIA

Key Criteria

- Degree in human services, child protection, community development, social policy/work, or related field coupled with at least 12 months practical experience. Experience in the out of home care sector is desirable.
- Current Drivers Licence
- Successful Security Check – per state requirements

Please address the below Selection Criteria and forward with your Cover Letter, and CV/Resume'

1. Experience in working with children and young people, and advocating for their rights, coupled with an understanding of the out-of-home care system or ability to rapidly acquire this knowledge.
2. Highly developed written and interpersonal communication skills with children and young people coupled with confidence in conflict resolution, and problem solving. Ability to maintain accurate records and highly developed computer literacy skills (Microsoft Office).
3. Highly motivated with a demonstrated ability to meet deadlines and prioritise workload to ensure that organizational goals are met with ability to work autonomously and as part of a team.
4. Demonstrated experience or ability to develop and foster positive working relationships with key stakeholders, including government agencies, non-government organisations and peak bodies.