

POSITION DESCRIPTION



POSITION OBJECTIVE:

This position plays a pivotal role in the successful delivery of the Community Traineeships Pilot Program (CTPP) and supporting other strategic VCOSS projects.

The CTPP is a new and innovative State Government-funded project – led by VCOSS with the VCOSS/RMIT Future Social Services Institute – that will develop, trial and evaluate a best-practice model that addresses the twin challenges of high youth unemployment and the workforce needs of the fast-growing community services industry.

The Project Coordinator will work with the VCOSS Manager Workforce and Industry Development to support the project and its implementation. This will involve supporting project stakeholders – including contracted community service organisations – to successfully deliver the project, which will match 200 young people in three local government areas (Dandenong, Hume, Bendigo) to traineeships in the community services industry.

The Project Coordinator will also support other strategic VCOSS projects and work with the broader VCOSS team.

POSITION DETAILS:

Position Title	PROJECT COORDINATOR
Team	Sector Engagement and Development
Classification	Level 4.1 - 4.5
Salary Range	\$83,733–\$96,152
Status	Full-time fixed-term until December 2020
Reports to	Manager of Workforce and Industry Development
Located	Level 8, 128 Exhibition Street, Melbourne
Last updated	April 2019

THE ORGANISATION

The Victorian Council of Social Service (VCOSS) is the peak body of the social and community sector in Victoria. VCOSS members reflect the diversity of the sector and include large charities, peak organisations, small community services, advocacy groups, and individuals interested in social policy.

In addition to supporting the sector, VCOSS represents the interests of vulnerable and disadvantaged Victorians in policy debates and advocates for the development of a sustainable, fair and equitable society.

THE WAY VCOSS WORKS

- We act ethically
- We lead and support collaborative initiatives for a thriving community sector
- We maintain productive relationships across the political spectrum
- We work in collaboration with our members
- We are transparent in our work and we consult widely
- We value and draw on the direct experiences of people affected by poverty and inequality
- We draw on the wisdom and expertise of our diverse member base
- We promote and advance the research and evidence base to drive advocacy priorities

KEY ACCOUNTABILITES

1. Provide secretariat support to project governance structures (Project Management Group, Project Reference Group and Youth Advisory Group).
2. Support the Manager Workforce and Industry Development in the governance for the project, business processes, project monitoring and reporting tools, and Local Partner Organisation engagement.
3. Monitor the project work plan, providing early identification of issues to the Manager Sector Engagement and Development.
4. Support Local Partner Organisations for 'business as usual' organisational support needs through all phases of the project, escalating to the Manager Workforce and Industry Development as appropriate.
5. Provide assistance to Local Partner Organisations in their role of recruiting trainees and host organisations as needed – for example, advice and support for local area marketing undertaken by partner organisations.
6. Assist the Manager Workforce and Industry Development with project reporting.
7. Support the Manager Workforce and Industry Development, Local Partner Organisations and other key project partners (e.g. youth workers, teachers).
8. Provide project coordination/assistance as required to VCOSS projects.
9. Undertake other project support and administration as required.

ORGANISATIONAL RELATIONSHIPS:

Reports to	Manager of Workforce and Industry Development
Supervises	None
Internal Liaison	Deputy CEO Business Support Officer Regional Engagement Coordinator Communications team Other VCOSS staff as required
External Liaison	VCOSS/RMIT Future Social Services Institute Participating community sector organisations Department of Economic Development, Jobs, Transport and Resources

KEY SELECTION CRITERIA:

1. Project management experience, with a demonstrated ability to translate high-level project plans into implementation plans and monitor and report on project performance.
2. Relevant experience or understanding of the vocational education and training, community services and/or government sectors.
3. Excellent organisational skills, with flexibility to prioritise a range of competing demands and work to deadlines.
4. Highly developed interpersonal skills, with a track record of developing and maintaining effective partnerships with a diverse range of stakeholders.
5. High level written and analytical skills, with a track record of providing authoritative and solutions-focused project advice.
6. Knowledge and a commitment to the objectives and values of VCOSS and a capacity to represent VCOSS views as required.
7. Relevant tertiary qualification or equivalent.