

Project Coordinator (Sector Development)

VCOSS is seeking a Project Coordinator to support VCOSS' work in strengthening the community services sector to adapt and thrive. The Project Coordinator will work on a range of priority projects for VCOSS. This includes support for the running of key committees, and a range of activities designed to strengthen the Victorian community services sector. The project coordinator will provide strategic and timely advice on emerging issues to the VCOSS leadership team. This role promotes proactive relationships and communication between community sector organisations, government departments and other stakeholders.

DETAILS

Team	Thriving Communities
Classification	4.1 – 4.5
Status	Full Time
Salary	\$80,734 - \$92,649
Reports to	Director of Thriving Communities
Located	Level 8, 128 Exhibition Street, Melbourne. (VCOSS staff are currently working to a hybrid home-office model.)

KEY TASKS

You will work with the VCOSS Thriving Communities team to:

1. Coordinate key VCOSS priority projects including the development, implementation, monitoring and reporting on project plans.
2. Work with internal and external stakeholders on the implementation of the Sector's 10-year vision and associated actions as outlined in the Community Services Industry Plan.
3. Managing meeting procedures and secretariat functions, such as agenda preparation and minute taking for key committees.
4. Support a range of activities designed to strengthen the Victorian community services sector.
5. Build and maintain strong working relationships with a range of stakeholders from a variety of sectors and backgrounds.

6. Provide strategic, timely and accurate advice to the VCOSS leadership team, government agencies and community sector organisations on emerging issues.
7. Develop a range of high value written reports, resources and communications materials to support VCOSS sector development activities.

KEY SELECTION CRITERIA

1. Relevant experience in community services, or policy and/or government sectors, demonstrating an understanding of community services and the contemporary environment.
2. Project management experience, with a demonstrated ability to translate high-level project plans into implementation plans and monitor and report on project performance.
3. Experience with meeting procedures, such as agenda preparation, minute taking, and compositional ability.
4. Excellent organisational skills, with flexibility to prioritise a range of competing demands and work to deadlines.
5. Highly developed interpersonal skills, with a track record of developing and maintaining effective partnerships with a diverse range of stakeholders.
6. High level written and analytical skills, with a track record of providing authoritative and solutions-focused project advice.
7. Highly developed interpersonal and diplomacy skills, with the ability to work independently or as part of a collaborative team.
8. Knowledge and a commitment to the objectives and values of VCOSS and a capacity to represent VCOSS views as required.
9. Relevant tertiary qualification or equivalent.

ORGANISATIONAL RELATIONSHIPS

Reports to Director of Thriving Communities

Supervises None

TO APPLY

Please provide your written application including CV and statement addressing the selection criteria to vcoss@vcoss.org.au no later than 1pm on Monday 27 March 2023.

Inquiries about the role can be directed to Libby Buckingham Director **Libby Buckingham** at libbybuckingham@vcoss.org.au



ABOUT VCOSS

VCOSS is the peak body for Victoria's social and community sector, and the state's premier social advocacy body.

We work towards a Victoria free from poverty and disadvantage, where all people and communities are supported to thrive. We champion wellbeing and inclusive growth.

VCOSS supports and advocates on behalf of its members. We respect the unique perspectives of people with experience of poverty or inequality, and seek to strengthen and elevate their voices.

vcoss.org.au

HOW WE WORK

- 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

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

VCOSS acknowledges the traditional owners of Country, and pays respect to Elders past and present, and to emerging leaders. Our office is located on the sovereign, unceded lands of the Wurundjeri people of the Kulin nation.

