



POSITION DESCRIPTION

POSITION TITLE	Project Officer – The SEED Project
DIVISION	Community Programs
DEPARTMENT	Work, Economic Security and Social Inclusion (WESSI)
REPORTS TO	SEED Project Manager

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment, to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be safe, happy and empowered. We support and respect all children and vulnerable adults, as well as our staff and volunteers. We are committed to the safety, participation, and empowerment of all our program participants. All successful candidates will undergo a robust screening process prior to employment. We provide our staff and volunteers with ongoing supervision, support and training in their work with vulnerable people.

DEPARTMENT PURPOSE

The Work, Economic Security and Social Inclusion (WESSI) department sits within Community, Youth and Inclusion division with a specific focus on maximising people's employment readiness and supporting access to the labour market, financial capacity building, and fostering a sense of social and community inclusion. The department also works to gather data and evidence to inform policy and advocate for appropriate and innovative responses to better meet the needs of vulnerable job seekers and learners.

The SEED Project will demonstrate how a collaborative, innovative approach can work to challenge the systemic and structural barriers that undermine women's financial wellbeing and economic security. Based in Seymour (Victoria), it will demonstrate how working at a local to national level can disrupt narratives of disadvantage and create opportunities for

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individuals, families and communities. Project insights will be utilised to inform policy, advocacy systemic reform and future practice approaches.

POSITION PURPOSE

The Project Officer supports the administrative duties of The SEED Project. The position will work closely with the broader WESSI and Research and Policy Centre, Work and Economic Security teams and The SEED Project staff, project partners and stakeholders.

This multi-faceted role will align practice with the Brotherhood's existing approaches and frameworks on financial inclusion and economic security. It will include, but is not limited to, project documentation and administration support, data entry, report preparation, digital media marketing, support running events and groups and communications as well as other administration duties as required.

KEY RESPONSIBILITIES

- Provide individual support and create referral pathways for women engaged in the project
- Drive recruitment of women into the program and workshop
- Facilitating and creating workshops
- Provide administration support to management and the team including data entry, report preparation and other administration duties as required
- Support existing and developing new stakeholder relationships in Seymour including through networking, meetings, workshops and events
- Support volunteers as needed
- Contribute to shared project efforts including through project documentation, project monitoring and evaluation, data collection, reporting and project administration
- Work collaboratively across The SEED Project, WESSI and CYI teams to achieve common goals
- Accurately record client/employer contact and all relevant information using the Efforts to Outcome (ETO) system in a timely manner maintaining confidentiality
- Support running the SEED project events and groups
- Other duties as required

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

KEY SELECTION CRITERIA

Essential:

- Relevant qualifications or work experience in an appropriate discipline, such project management, community development, social work, case management, administration or related field

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- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
- Good computer skills, including a working knowledge of MS Office Software
- Ability to work independently and effectively within a team to achieve outcomes
- Proven interpersonal and communication skills with the ability to build effective relationships and liaise across all levels both internally, externally and with people from diverse backgrounds
- Well-developed written communication skills with the ability to analyse data and produce reports
- Understanding of and empathy with the values and ideals of the Brotherhood.

Desirable:

- Existing connections with women, community, and services in Seymour

Mandatory Employment Criteria

- Based in Seymour, this position may require occasional travel between the Brotherhood's head office in Fitzroy and Seymour and to other locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required. The Brotherhood will facilitate this process
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process.

BSL values diversity and inclusion with regards to its staff and the communities we serve. We encourage you to submit your application for this role regardless of whether you meet all the key selection criteria. We encourage individuals from all backgrounds to apply.