

POSITION TITLE:	Community Projects Officer
FTE:	Part-Time (30.4 hours per week)
CLASSIFICATION:	SCHADS Level 4
DIVISION:	Community Services & Business Development
PROGRAM:	Communities for Children
LOCATION:	<p>Hybrid, in accordance with the Windermere Ways of Working with your primary location being South-East suburbs of Melbourne.</p> <p>Windermere reserves the right to request you to work at any Windermere location, including our main offices at Narre Warren and Pakenham.</p>
TENURE:	June 2026
DATE:	September 24

1. ABOUT WINDERMERE

Windermere is an independent community service organisation, working across south east Victoria to help those who need it most. Since our beginning more than 150 years ago, we have been working to create a stronger, more connected and supported community. Our support comes in many forms as we work together to find the right solutions for the many and varied complex issues faced by children, families and individuals in our community.

Our aim is to get in early by providing programs and services within five primary areas:

- Family Wellbeing to create positive behavioural changes, greater understanding and respond to violence and/or neglect
- Childhood Development, Education & Support including child care and services for children and adults with developmental delays and disability
- Assistance and support for victims of trauma, assault and/or violent crime
- Community Strengthening designed to respond quickly to critical and emerging needs.
- Homelessness services to support individuals and families to secure and maintain accommodation and to build capacity to reduce the cycle of homelessness

We believe that everyone is someone in our community and that is reflected in our approach with those we work with every day. Whilst we receive funding for some services from state and federal governments, others are funded solely by donors and sponsors to whom we are truly grateful.

2. OUR PURPOSE, VISION AND VALUES

Our Purpose:

We get in early to make a difference in the lives of individuals, families and communities

Our Vision:

A stronger, connected and supported community

Our Promise:

Our many services working together with you for a better life

3. KEY RESULT AREAS, RESPONSIBILITIES AND PERFORMANCE MEASURES

Key Result Areas	Responsibilities	Performance Measures
<p>Community Services – Scope of Practice</p>	<ul style="list-style-type: none"> • Under the guidance of the Team Leader (TL), provide effective operational and administrative support for the CfC Cranbourne Program, taking responsibility for key tasks • Manage competing priorities and deadlines to deliver tasks in a high quality and timely manner, demonstrating initiative by organising own work • Provide support to the project team to develop and deliver work plans, maintain a focus on project outcomes, frameworks and measurements • Provide key support for internal and external project meetings, including organisation, preparation and dissemination of a range of documents and correspondence, drafting, contributing to and delivering presentations • Under the guidance of TL & Program Manager support the Expressions of Interest (EOI) process for new Community Strategic Plan (CSP)/new activities (answer queries within knowledge/delegation, advertise & disseminate EOI, compile responses, schedule working group meetings to assess EOIs • Under the guidance of the TL, support the development, planning, coordination and implementation of professional development, community events and community consultation • Actively contribute and support the project team in research, evaluation, engagement, consultation, development and implementation of the CSP • Under the guidance of the TL, maintain positive relationships and partnerships with key stakeholders, community partners, schools, early years, local and broader services, Local, State and Federal Government. • Under the guidance of the TL, support the development of a marketing plan informed by Windermere policies and procedures, including the use of social media • Support the implementation of the Windermere CfC operational/work plan 	<ul style="list-style-type: none"> • Key tasks are delivered in a high quality, timely, efficient, accurate and positive manner • Competing priorities are positively managed and efficiently scheduled. • Contribution to project outcomes being achieved • Meetings are efficiently scheduled, organised and supported, with information delivered in timely and high quality manner • Approved EOI process is successfully supported and associated tasks completed in a timely and high-quality manner • Feedback indicates the approved events are positive and meet the intended outcomes • Contribution to the completion and implementation of the 2022 – 2026 Community Strategic Plan • Feedback indicates high quality, positive, supportive and effective relationships and partnerships • Relevant permissions are sought and approved plans developed within Windermere media/marketing policy and guidelines • Contribution to the implementation of the Windermere CfC operational/work plan •

Job Knowledge	<ul style="list-style-type: none"> Actively and positively participate in both internal and external networks, supporting collaboration with partners and connections with a range of stakeholders Support and contribute to the development of activities that build capacity in the Cranbourne areas 	<ul style="list-style-type: none"> Actively support and participate in networks, developing positive and effective connections with a range of stakeholders Approved capacity building activities are developed and implemented
Compliance and Reporting	<ul style="list-style-type: none"> Provide support to Community Partners to achieve sub-contract requirements, including regular communication, scheduled and incidental activity meetings, assessing progress towards milestones, evidenced based, best practice and outcomes focused activity delivery Assist the Team Leader in the collection, collation and preparation of regular reports including progress, milestones, activity, data/DEX, invoicing and acquittals Maintain effective and timely data management, recording all FP data/DEX, along with supporting Community Partners to meet Windermere and DSS reporting requirements, achieving high quality DEX data/data sets/SCORE 	<ul style="list-style-type: none"> Feedback indicates that Community Partners are well supported, and activities are delivered according to contracts and KPIs Report preparation, collation and analysis is timely, efficient, accurate and high-quality DEX data is monitored, entered, collected, collated, analysed and presented as required in partnership with the TL Community Partners are supported to increase/improve skills and knowledge to meet CFC Cranbourne and DEX timelines, minimum requirements and high-quality data standards.
Organisational expectations and directives in relation to policies and procedures and the organisation's purpose, vision and values	<ul style="list-style-type: none"> Familiarise yourself with and adhere to Windermere's Policies and Procedures, including the Code of Conduct, Human Resources policies and guidelines and Occupational Health and Safety obligations. Demonstrate dedication and commitment to work in accordance with Windermere's values and behaviours. Attend prearranged dates scheduled for supervision and organisation wide training, including organisation forums and online induction and be actively involved in the 6-week induction review, 3 and 6-month probationary reviews and a recurring annual performance review with the relevant supervisor. Contribute to or participate in Continuous Quality Improvement (CQI) activities of the organisation and will implement CQI strategies into their work practices. 	<ul style="list-style-type: none"> Ensure policies, procedures and codes are complied with at all times. Ensure all interactions are undertaken in accordance with the behaviours set, as outlined in the Code of Conduct. 100% attendance at performance reviews. Completion of induction and orientation within set timeframes. Positively embrace and adopt change as it occurs. Ensure arrangements are made so that 100% of courses are attended or completed. Report risk to the appropriate Windermere personnel and utilise current risk management tools and procedures available.

	<ul style="list-style-type: none"> • Meet the challenges of change as it occurs within the service and organisation. • Attend or complete foundation and position specific training courses set by the organisation and attend or complete discretionary training as approved by the supervisor. • Actively assess, manage and where possible mitigate workplace risk including (OH+S), consumer related risk, reputation risk and personal risk. 	<ul style="list-style-type: none"> • Protect the rights, safety and wellbeing of children and provide a child safe environment.
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The employee will be expected to perform other duties outside those set in the position description as directed from time to time which are within the employee’s skill, qualification, experience and competence level to meet the organisation’s operational needs.

The Position Description may be amended from time to time at the organisation’s discretion. Where there is inconsistency between KPI’s in this Position Description and those within the Organisation Objectives, the Organisation Objectives will stand.

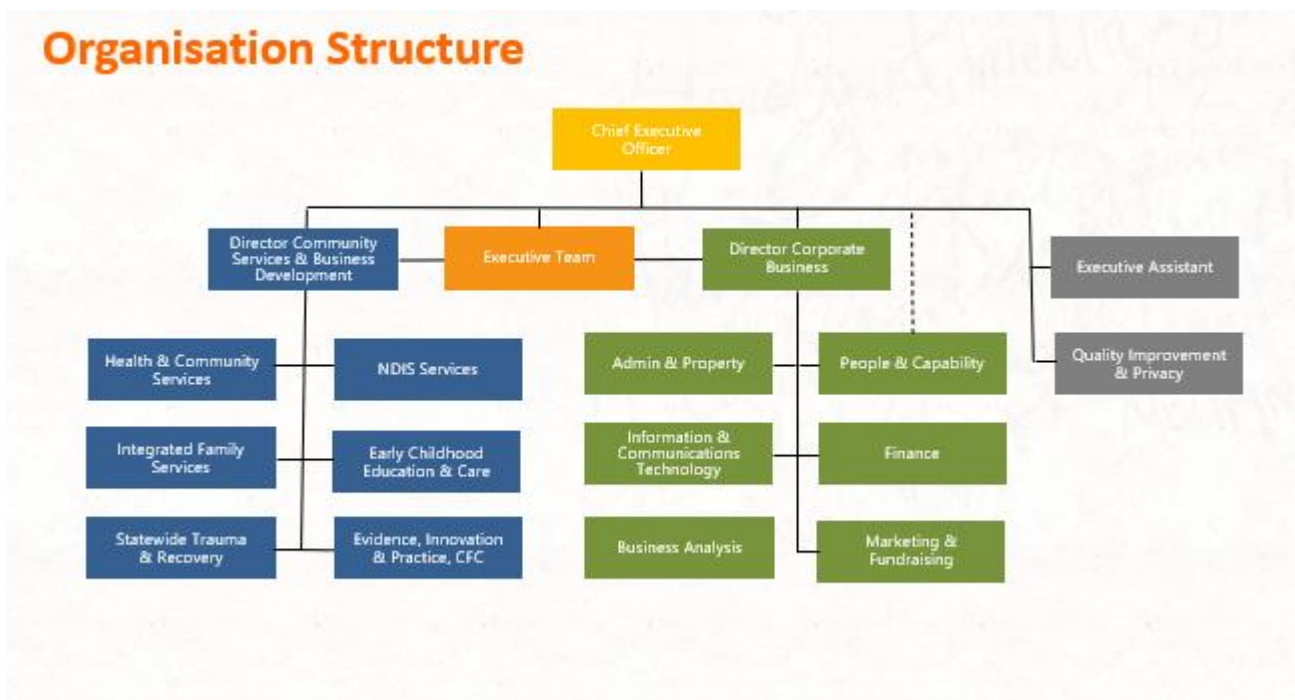
4. ORGANISATIONAL RELATIONSHIPS

LINE MANAGER: Team Leader – Communities for Children – Community Engagement

SUPERVISES: None

INTERNAL RELATIONSHIPS: All Windermere staff

EXTERNAL RELATIONSHIPS: Community Partners, relevant networks, peers, consumers and other stakeholders



5. KEY SELECTION CRITERIA

- Tertiary Qualification in Community Development or similar relevant discipline
- Attention to detail, with the commitment to understand the strategic plan of CfC Cranbourne.
- Confident meeting new people and providing support at stakeholder meetings events and for Community Partners.
- Experience in positive stakeholder engagement to achieve common goals and program outcomes
- High quality written and verbal communication skills
- Demonstrated and excellent time management skills in a busy environment of competing priorities, completing key tasks in a timely, high-quality, efficient, accurate and positive manner
- Excellent computer literacy including knowledge of Excel, general data management and analytics skills.
- Commitment to own professional development and learning
- Demonstrated a high level of computer proficiency and quick adoption of new technologies, including devices which allow for mobility and working remotely.
- Willingness to promote and support practices that are inclusive, culturally responsive, safe and accessible.
- Willingness to undertake pre-employment screening - Working with Children, Police check and medical assessment.
- Willingness to setup your own myGovID (if you haven't already) and use your myGovID to link/log in to the Department of Social Services portal.
- Current Victorian Drivers' Licence.
- Right to Work in Australia e.g. Australian Citizen or Permanent Resident

Please note this role is not directly working with children and families.

6. APPLICATION DETAILS

To maximise your opportunity for employment, it is recommended that you provide the following information:

- Covering application letter briefly addressing the Key Selection Criteria
- Current Resume

I have read this document and agree to undertake the duties and responsibilities listed above.

I acknowledge that:

- The PD is an indication of the duties and responsibilities that I may be required to undertake. Additional or other duties and responsibilities may be allocated to me. Where additional training and support is required to fulfil extra or other duties of a similar level of responsibility, it will be provided within the guidelines of Windermere's Training and Development policy.
- The PD will be reviewed regularly in consultation with me.
- The Key Performance Indicators (KPIs), where included in this document, are indicative. KPIs will be set by the immediate supervisor in discussion with me, for each year (or another set period) and my performance reviewed against those KPIs.

Occupant:

Name: _____

Signature: _____ Date: _____