Council of Social Service of New South Wales

Project Officers - Network of Community Activities

Applications close*16 July 2012*

Network is a community based membership organisation that provides assistance and support to services working with children in middle childhood. (e.g Before/After School and Vacation Care)

Two new positions have been created to enable us to provide ongoing high quality support to services across NSW. The positions are located within the OOSH Development team.

Project Officer - Consultancy & Support

*28 hours per week (includes evening work)
*SCHADS Award Level 5 - above award hourly rate of $32.00 - $35.00 depending on experience
*July 2012 - June 30th 2016

The experienced project officer will provide consultancy and support to services experiencing challenges. This could be on a whole range of issues including service management, staffing, programming and National Quality Framework implementation.

Essential Criteria:

*Knowledge of current middle childhood service issues and government policies (including NQF)
*Experience and understanding of community based parent management committees
*Computer skills - Network is an Apple Mac Environment
*Excellent oral and written communication
*Ability to work autonomously as well as part of a team
*Well-developed organisational skills.

Project Officer - Phone Support & Resource

*14hrs per week
*Tuesday & Friday
*SCHADS Award Level 4 - above award $30.60 per hour
*July 2012 - June 30th 2016

Network is seeking to appoint an experienced project officer to provide information & telephone support to Before/After School & Vacation Care services across NSW.

Essential Criteria:

*Knowledge of current middle childhood services especially NQF including National Law & Regulations
*Experience & understanding of community based management committees
*Ability to work autonomously as well as part of a team
*Excellent oral and written communication
*Computer skills - Network is an Apple Mac Environment
*Well-developed organisational skills

If you are Interested discussing either position:

contact: Network of Community Activities

phone: 9212 3244

Or Email CV and covering letter addressing the essential criteria to:

email: hr@netoosh.org.au

Network offers a family friendly work environment.

Applications close: Monday 16 July 2012

All applications to be emailed to:

email: hr@netoosh.org.au