

POSITION DESCRIPTION: SSTF Project Manager

Employment Status	<i>Full-time 38 hours per week, fixed term position for 12 months from date of commencement</i>
Reporting To	<i>LCSA Executive Officer</i>
Job Level and Remuneration	<i>SCHADS Level 6</i>
Date Approved	<i>19/8/2021</i>

Position Purpose

This is a senior project and capacity building role funded under the Social Sector Transformation Fund (SSTF) with a focus on project managing the development and delivery of a Trauma-informed Community Development Training Program (TICDTP). This role involves:

- establishing effective community partnerships with key agencies across NSW currently delivering emergency preparedness and recovery programs and community development training (both those providing CD training in general and CD training that is trauma-informed);
- engaging TEI stakeholders in capacity building relating to trauma-informed community development practices;
- ensuring the development and delivery of an online training course in TICDP and other sustainability training;
- ensuring an increase in the capacity of 10 LCSA member organisations to establish a community-led resilience project
- evaluating the effectiveness of the project.

The Senior Project Officer reports to the LCSA Executive Officer and works with the LCSA team to achieve the following project short and long term outcomes:

- Local services gain skills in restoring a robust social infrastructure which enables community norms and routines to flourish leading to:
 - an increase in community participation
 - an increase in opportunities for community consultation and community-led project to emerge
- Local services are more adaptable and innovative in meeting the need of traumatised communities leading to
 - a better integrated service system
 - communities that are better able to support their most vulnerable members
- Local community leaders are better skilled to engage in community led projects to build resilience
- The community can adapt and innovate to meet new challenges knowing they have a tested roadmap for what works in their particular locality

To achieve the project outcomes, the Senior Project Officer must have high level communication and training skills, with an in-depth knowledge of community development, trauma-informed protocols and the community services sector.

Significant Strategies and Tasks

- **Project Management:**
 - Preparing a detailed project plan
 - Timely implementation of project plan
 - Ensuring design, content and delivery of a training package
 - Contract management
 - Evaluation of the project
 - Data reporting and management
 - Adhering to budget constraints
 - Reporting on outcomes
 - Project documentation

- **Partnership Development and Community Engagement**
 - Establishment of a partnership consultation process
 - Liaison and engagement with community partners
 - Successful engagement of LCSA members in the project
 - Communications with members and partners

Expectations

- To display informed affinity with the ideas, aspirations and ethics of the LCSA and to identify with its purpose.
- To attend appropriate development and training courses.
- To perform other duties as directed.

Additional Information

- LCSA has a smoke free environment on all LCSA property and motor vehicles.
- Willingness to work under Occupational Health and Safety guidelines and adhere to grievance procedures.
- Demonstrate commitment to equal employment opportunity principles with regard to all employment activities.
- LCSA has an open plan office environment, co-located with two other state peak organisations, FAMS and Youth Action

Decision Making Authority

You are responsible for fulfilling your duties within the framework of legislative requirements and LCSA's policies and procedures. Issues are usually resolved without reference to your immediate supervisor but matters that arise which are outside the policy framework or matters which may potentially escalate to the detriment of LCSA should be reported to your immediate supervisor.

Relationships

Internal

with:	Purpose
Executive Officer	Project management, progress on outcomes & deliverables, financial requirements
Communications Officer	Member engagement and communications
Sector Development Officer	Development of strategy, content and partner liaison
Contractors, Volunteers & Students	Office communication and logistics
LCSA Regional Representatives	Resource, advise and direct communication with members and regional perspectives

External

with:	Purpose
LCSA Members	Participation in project and feedback
NSW Government Department in the Human Services Sector	Strategic advice in accordance with funding Contract
Other stakeholders	Collaborative strategies and whole of community/government work

Essential Selection Criteria

1) Formal Qualifications Requirements:

- tertiary qualifications in relevant disciplines such as community development, project management, emergency management and/or extensive experience in a related field

2) Knowledge Requirements

The candidate must be able to demonstrate current knowledge in the following areas:

- TEI funded services in particular neighbourhood and community centres
- current Issues facing community organisations
- emergency management agencies and programs
- trauma-informed protocols
- community development practices
- Understanding of cultural competency

3) Experience Requirements

The candidate must be able to demonstrate experience in the following:

- project management
- evaluation, data collection and reporting
- emergency management and/or community engagement

4) Competencies Requirements

- excellent communication skills, both orally and in writing
- manage a variety of tasks and competing priorities within tight timeframes
- work independently in a team environment
- computer skills and e-technology
- liaise and partner with stakeholders at all levels

Desirable Selection Criteria

- Experience in providing assistance and support to organisations at various levels of development
- A current unencumbered Class C drivers license.