



Position Description

Position Title:	Project Officer
Award Classification:	Level 5, Social, Community, Home Care and Disability Services Industry Award 2010
Location:	Based at the Youth Network of Tasmania (YNOT) Level 12/39 Murray Street, Hobart. This role offers flexibility with hybrid work arrangements available.
Hours:	22.8 hours per week Occasional after-hours work, weekend work and intrastate travel may be required.
Term:	Up to two years fixed term, subject to funding.
Reports to:	Project Manager
About YNOT:	YNOT is a member-based peak body representing the interests of young people aged 12-25 years and the non-government youth sector in Tasmania. YNOT works to ensure policies affecting young Tasmanians are relevant, equitable and effective and that young people have a voice on issues that are important to them. YNOT is committed to supporting, enhancing and upholding the safety, wellbeing and empowerment of children and young people.
Our Purpose:	To drive positive change with young people and the youth sector in Tasmania.
Vision:	A Tasmania where all young people are valued and can achieve anything.
Values:	Respect, Courage, Equity, Collaboration and Integrity.

Summary of Position

The Project Officer will work as part of a small dynamic team, responsible for the delivery of YNOT's youth participation and engagement activity. Integral to this role is overseeing the coordination, delivery and evaluation of youth participation and engagement projects and activities and supporting new youth participation initiatives.

The Project Officer will have proven project management responsibility and will engage with young people, YNOT members and key stakeholders to achieve organisational objectives. This role will



work collaboratively with YNOT staff to ensure the views of young people inform policy development and advocacy on youth affairs.

The Project Officer is required to work with a high degree of autonomy in setting priorities with minimal supervision and exercise initiative and professional judgement.

Key responsibilities

1. Plan, deliver and evaluate youth participation projects, events and activities that aim to engage young people 12-25 years. This will include:
 - a. Coordinating meetings and consultations with young Tasmanians, YNOT staff and key stakeholders across Tasmanian on youth affairs.
 - b. Responsibility for all aspects of project management including administrative functions and budget management. This includes coordinating travel and support for young people, as required.
 - c. Maintaining communication with young people and the youth sector through relevant communication channels to support the promotion and delivery of youth participation activity.
 - d. Data collection, analysis and project evaluation.
2. Ensure the views of young people inform the development of relevant youth policy and initiatives, as required.
3. Support young people to lead advocacy on issues important to them.
4. Prepare articles for publication on YNOT's website and social media platforms and produce e-news for distribution to members.
5. Produce written material including project, consultation and evaluation reports, fact sheets, surveys and communiques.
6. Work in collaboration with the CEO and other YNOT staff on strategic directions for YNOT, as appropriate.
7. Participate in public forums, conferences and industry/sector meetings on behalf of YNOT.
8. Other duties relevant to the position as directed by the CEO or Project Manager.

Selection Criteria

1. Formal qualification relevant to the position and/or demonstrated experience in project management.
2. Demonstrated experience in planning, implementation and evaluation of projects and managing project budgets.
3. Demonstrated experience working with young people in a range of settings.
4. Understanding of and commitment to the principles of social justice and youth participation and an ability to apply these principles in undertaking stakeholder engagement activity, particularly for young people experiencing disadvantage and social exclusion.



5. Excellent oral and written communication skills including demonstrated experience in developing and maintaining stakeholder relationships, particularly with young people.
6. The capacity to work both autonomously and cooperatively within a team environment and ability to plan and manage competing priorities, work to multiple deadlines and demonstrate problem solving abilities.
7. Ability to work in a contemporary office environment including well developed IT skills, including the use of Microsoft Office 365 and social media platforms.
8. Current National Police Check or willingness to acquire.
9. Working with vulnerable people or willingness to acquire.
10. Current Tasmanian driver's license essential.