

Project Officer Application Package



3-5 Gordon Street Kondinin WA 6367
PO Box 10 Kondinin
Phone: 9889 1117
Email: coordinator@kondinincrc.com.au
Website: www.kondinin.crc.net.au

Kondinin CRC Project Officer

The Kondinin Community Resource Centre (CRC) is managed by a voluntary committee and we are seeking a part-time Project Officer to work within our team.

The position encompasses working in consultation with the Coordinator to seek additional sources of revenue for the CRC and to help with day-to-day operations of the CRC. Other responsibilities of the position are included in the job description included in this package. The successful applicant could be working one day per week, with days and hours to be negotiated.

The ideal candidate will be an enthusiastic and self-motivated person who meets the selection criteria.

The Project Officer position is offered under the Social, Community, Home Care and Disability Services Industry Award 2010 (SCHADS) which includes an 11% super contribution and a uniform allowance.

Applications close at Wednesday 1st May at 5.00pm

PROJECT OFFICER APPLICATION INFORMATION

Thank you for your interest in this position with the Kondinin Community Resource Centre.

To assist you with your application, please read the following information.

Equal Employment Opportunity

The Kondinin Community Resource Centre is an equal opportunity employer. All applicants will be assessed against the criteria included in this Application Package.

A selection panel will assess the applications for the position based on merit.

Applicants **must** be willing to gain a Working with Children Check as well as a Police Clearance.

What to include:

Your application should include:

1. A brief covering letter;
2. A statement addressing the selection criteria;
3. A copy of your current resume; and
4. Details of at least two referees.

Presentation of Application

You should provide us with one copy of your complete application. Please submit your application to the Kondinin Community Resource Centre addressed to:

Toni Smeed - Coordinator
Kondinin Community Resource Centre
PO Box 10
KONDININ WA 6367

Your application can be hand-delivered, posted or emailed to coordinator@kondinincrc.com.au by **Wednesday 1st May 2024 at 5.00pm**. Applications received after this deadline will not be considered.

Post Application Process

- Receipt of your application will be confirmed in writing by email.
- Short listed applicants will be notified by telephone.
- All unsuccessful applicants will be notified in writing once an offer of employment has been accepted.
- Feedback will be provided upon request.

Further information about this position is available by contacting the CRC Coordinator, Mrs Toni Smeed, on 9889 1117.

PROJECT OFFICER JOB DESCRIPTION

Position Title

Project Officer

Position Objective

The Project Officer position, in consultation with fellow staff members and the management committee of the Kondinin Community Resource Centre, will primarily involve Coordinator to seek additional sources of revenue for the CRC and to help with day-to-day operations of the CRC.

Reporting Relationships

The Project Officer will be responsible to the Coordinator.

Statement of Duties

Training:

- Undertake training as directed by the Coordinator

Administration and Management

- Assist with the management of the day to day operations of the Kondinin CRC, including the processing of payments, receipting of money and balancing of transactions as necessary.
- Assists the Coordinator and/or undertakes the preparation of proposals, funding submissions and grant applications and ensures funds are acquitted.
- Attends staff meetings and where applicable staff development workshops.
- Operates within the Centre's governance requirements.
- Acts as Property Manager of the Kondinin Progress Association singles units.
- Undertakes additional responsibilities as and when required.

Client Service

- Provide information, advice and assistance regarding information technology, educational, training, communication, local tourism, business and social opportunities provided by the CRC as required.
- Assist customers to access services and other resources in a positive, friendly, professional and timely manner as required.
- Assist with preparation and planning of CRC activities and working to meet the requirements of the CRC contract with Department of Regional Development and Primary Industries as required.
- Promotion of Tourism and Creative Business Enterprises.

Research, Planning and Marketing

- Promote all the capabilities of the CRC within the community.
- In consultation with the Coordinator, initiate and maintain revenue-generating programs and projects.

- Assist the Coordinator to assess the educational, business and social requirements of the Kondinin community and create educational, business and social opportunities.
- Together with the Coordinator be responsible for the ongoing evaluation of the CRC.

Selection Criteria

Applicants will need to address the following selection criteria in their written application:

- Program/project management experience and skills.
- Show sound verbal, written and interpersonal communication skills, including the ability to liaise and engage with a range of stakeholders in a variety of contexts.
- Conceptual, analytical and research skills including the ability to offer solutions to complex problems.
- Demonstrated ability to plan, organise and prioritise workloads in order to meet agreed timeframes.
- Have the ability to work autonomously with minimal supervision as well as contributing effectively within a team environment to achieve goals and outcomes.
- Have a professional manner and presentation; and
- Hold a current "C" (Car) licence.

Please include any other relevant information or experience you may have that will contribute to the Kondinin CRC team.

Pre-Start Requirements

A Police Clearance will be required prior to confirmation of employment.

A Working with Children Check (WWCC) will be required prior to confirmation of employment.

Probationary Period

Appointment to this position is subject to a three-month probationary period.

Conditions of Employment

Location	Kondinin Community Resource Centre (CRC) 3-5 Gordon Street, Kondinin
Salary Range	Salary is based on the Social, Community, Home Care and Disability Services Industry Award 2010. Payment is paid fortnightly into your nominated account
Normal Hours	This will be negotiated with the successful applicant.
Annual Leave	Four weeks annual leave (pro rata)
Other Leave	Ten days of personal leave accumulates from year to year (pro rata). Evidence may be requested that would substantiate the reason for leave.
Superannuation	An employer contribution of 11% (or as determined by Government legislation) shall be paid into an approved superannuation fund nominated by the employee.
Uniform	A uniform will be provided after the three-month probationary period.