



BEYOND THE BELL

Position Description

Position: Project and Administration Officer

Position Title	Project / Administration Officer
Reports to	Project Coordinator Executive Officer
Direct Reports	None
Hours of work	0.6 - 0.8 FTE (Negotiable) Standard office hours are between 8.30am – 4.30pm, Monday to Friday. Flexible work arrangements and hours of work can be negotiated in line with business requirements. Position includes one evening bi-monthly 4:00pm – 6:00pm
Position Status	Fixed-term to 31 June 2024 (possibility of continuation subject to funding and organisational need).
Location	This position is based in Warrnambool and work across locations within our LGAs is required. Work from home arrangements may be negotiated in line with organisational Working from Home Policy.
Award	Social, Community, Home Care and Disability Services Industry Award 2023
Classification and Salary	Based on Level 4.1: Social, Community, Home Care and Disability Services Industry Award 2023. Classification determination is made in line with qualifications and experience. Salary packaging is available in line with Beyond the Bell Policy.
Travel Requirements	Beyond the Bell services the Great South Coast region of Victoria. Travel throughout our region using your own vehicle is required. SCHADS Award travel allowance is paid for approved travel between our sites.
Probation	This position is subject to an initial six-month probationary period.
Additional Requirements	<ul style="list-style-type: none">• Current and Valid Victorian Driver's Licence and own vehicle• Current Working with Children's Check• Current Police Check

About Us

Beyond the Bell Great South Coast (Beyond the Bell) is a community-led, collective impact initiative committed to ensuring all young people in the Great South Coast of Victoria are supported and inspired to connect to and engage with education and training. We adopt a collaborative approach to facilitate community driven initiatives.

Our work is:

- Focused on emerging areas of greatest need.
- Informed by research and regional data.
- Co-designed and place based.
- Embeds youth voice.
- Adaptive and innovative in responding to local issues.
- Measured and impact reviewed.

Beyond the Bell engages with all sectors in our regional and local communities. Community and partners, with Beyond the Bell backbone support, work diligently to offer innovative solutions that support our young people on the ground. Bespoke program facilitation ensures that local solutions are offered for local problems. Regionally led initiatives advocate for large scale systems change. Beyond the Bell was founded in 2012 and plays a significant role across the region in leading and partnering to enable children and young people to be connected to education and engaged in their learning.

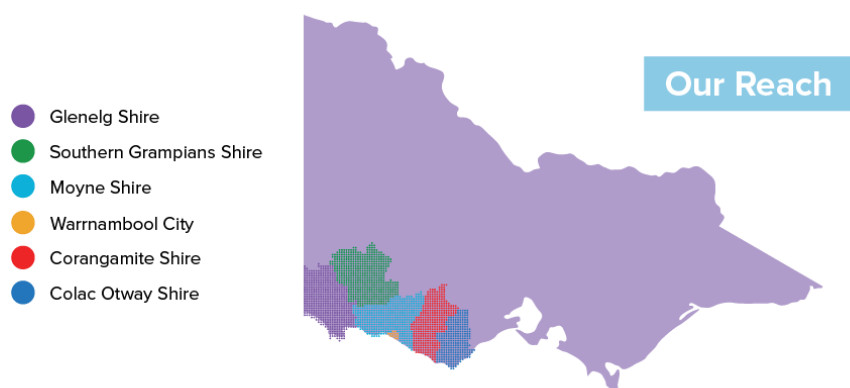
Our Vision

All children and young people are connected to education and engaged in their learning.

Our Goal

To improve educational outcomes for children and young people in South West Victoria.

Our Region



Role Purpose

The Project and Administration Officer reports to the Project Coordinator and Executive Officer and will have key relationships with Beyond the Bell's multiple partners, stakeholders, and communities.

The Project and Administration Officer is vital in the provision of backbone support for Beyond the Bell and will be part of a small interdisciplinary team that works together as a movement for social change to improve educational outcomes for young people using the Collective Impact framework.

The key focus of this role will be supporting the delivery and implementation of the Youth Conversations project across the Great South Coast region and complete administrative duties for the organisation. This role requires a team-player who is eager to assist in support communities to deliver place-based initiatives. Contribution to regional initiatives and assisting with grant seeking will also be required.

Position Objectives

- Support the implementation of the Beyond the Bell Strategy
- Support actions and activities relating to Beyond the Bell's projects, including communications with collaborative partners, community, local schools, industries, and youth organisations
- Facilitate communication between community working groups, subcontractors, stakeholders, and partners
- Plan and facilitate the MAD SW youth crew meetings and associated partnerships
- Identification and development of relationships with potential funding sources, and together with the Executive Officer, develop funding submissions to support BtB key focus areas
- Establish and maintain effective relationships with journalists, local government and promotions
- Positive promotion of BtB to community groups and organisations

Key Responsibilities

The key responsibilities and performance standards may be modified from time to time to ensure that they align with the BtB strategic and action plan. All points below are in relation to the delivery of the Level Up project.

- **Organise and facilitate meetings, forums and other special events, including booking of meeting rooms, organisation of catering, sending and tracking meeting invitations and responses**
- **Prepare and distribute meeting agendas and take accurate meeting minutes, including at bi-monthly Board meetings**
- **Screen, analyse, and respond to incoming correspondence, including checks of Post Office Box**
- **Establish and maintain accurate and efficient information storage and filing systems**
- **Maintain electronic stakeholder and members distribution lists and registers**
- **Work with partners and agencies to obtain information to inform grant submissions and to produce reports and acquittals**
- **Attend network meetings as required and report back to Beyond the Bell team**

- Assist with tracking funding including allocated funds from and for projects and programs
- Receipting of monies as required
- Order and forward invoices and liaise with financial services contractor as required
- Organise and facilitate meetings for the MAD SW youth crew and autonomously complete related tasks
- Liaise with Beyond the Bell media contractors, respond to media inquiries, and arrange interviews
- Establish and maintain effective relationships with journalists and seek opportunities to enhance the Beyond the Bell brand

About You – Skills, Knowledge and Experience

This role presents an outstanding and unique opportunity to play a critical role in supporting Beyond the Bell's core purpose of enabling children and young people in South West Victoria to connected to education and engaged in their learning.

This role is suited to an experienced project officer / youth facilitator with strong administration skills, who is keen to make an impact on the lives and learnings of young South West Victorians.

The successful applicant will have the following attributes and experience:

- A firm commitment to the vision, purpose and focus areas of Beyond the Bell
- Proficiency in the use of Microsoft Office products, with accurate word processing and data entry skills
- Sound knowledge of administrative systems and procedures, and proficiency with office technology
- Highly developed written communication skills with the ability to maintain strong attention to detail and take pride in the quality of work produced
- Effective verbal communication and interpersonal skills, with the ability to liaise with people at all levels in an informative, accurate and positive manner
- Ability to prioritise, organise and complete work within established deadlines and maintain a consistent level of professionalism
- A positive can-do attitude, flexible and mature approach to work tasks
- Previous experience in a similar role is essential
- Proven ability to work autonomously as well as take direction as needed
- Strong skills in building relationships with community groups, service providers, educational institutions and other key stakeholder groups and maintain existing partnerships
- Strong community engagement and facilitation skills, and the ability to inspire confidence and passion with a range of stakeholders
- Strong analytical and critical thinking skills
- Experience in grant and submission writing experience would be an advantage
- Ability to be reflective and learn from experience, work harmoniously within a team environment and to deal discretely and tactfully with sensitive matters
- Current drivers licence and vehicle is essential

Key Selection Criteria

Essential

- Past experience in a community development and/or community engagement role focusing on building opportunities for youth through collaboration
- Strong skills across the Microsoft suite, proficiency in Canva, Miro and other similar platforms is advantageous
- Strong skills in building and maintaining relationships with a cross-sectoral range of stakeholders and community groups
- Demonstrated successful facilitation of community engagement initiatives and an understanding of impacts specific to communities and across the region
- High level interpersonal and communication skills, including the capacity to liaise effectively with a diverse stakeholder group and prepare well considered, professional and engaging written reports
- Experience working in an interdisciplinary team which requires a flexible approach to complete organisational tasks and milestones
- Demonstrable alignment with the Core Values of Beyond the Bell

Desirable

- Qualification, or extensive experience in, a related field such as community development, community engagement, education, project management administration, or similar.
- A working knowledge of the Collective Impact Framework

Need more information:

To learn more about our organisation: <https://btb.org.au/>

For more information: info@btb.org.au