Position Description:

*Community Projects Officer*

# Position Title

Community Projects Officer

# Reports to

Projects Coordinator

# Direct Reports

None

# Hours of Work

0.6 FTE  
Standard office hours are between 8.00am – 4.30pm Monday to Friday. Flexible work arrangements and hours of work can be negotiated in line with business requirements.

# Position Status

Fixed-term (July 2026)

# Location

This position is based in Warrnambool. Notwithstanding this, flexibility of work location within our LGAs is available and at times required. Work from home arrangements may also be negotiated in line with Beyond the Bell policy.

# Award

Social Community Home Care and Disability Services Industry Award 2024

# Classification and Salary

Based on Level 3.1 to 3.4: Social Community Home Care and Disability Services Industry Award 2010.  
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 has all of region coverage with our services supporting the South West Western and Otway regions of Victoria. As such you will be required to travel throughout our region using your own vehicle to support our programs and services. The applicable travel allowance as per the SCHADS Award is paid for approved travel between our sites.

**Role Purpose**  
The Community Projects Officer is responsible for coordinating and delivering key engagement activities with schools and the community to support Beyond the Bell's educational initiatives across the Great South Coast region. This role involves liaising with local schools, community groups, and government agencies to identify community needs, develop and implement targeted projects, and contribute to the organisation's strategic goals. Additionally, the officer will be responsible for performing office duties and administrative tasks as required to support the smooth operation of these initiatives.

**Key Responsibilities**  
• Coordinate and deliver community engagement activities to support the organisation's educational initiatives.  
• Liaise with key stakeholders, including local schools, community groups, and government agencies to identify and address community needs.  
• Develop and implement targeted projects and programs to address barriers to education and support student wellbeing.  
• Assist in the planning, promotion, and facilitation of community events and workshops.  
• Collect and analyse data to measure the impact of community projects and inform future initiatives.  
• Contribute to the organisation's strategic planning and reporting processes.  
• Perform office duties and administrative tasks, including paperwork and documentation, research, and data entry, to support project activities.  
• Support the Project Coordinator with various tasks, ensuring the smooth execution of projects and initiatives across the region.

**About You – Skills, Knowledge, and Experience**  
• Experience in designing and delivering successful community-based projects and programs.  
• Strong stakeholder engagement and partnership-building skills.  
• Excellent communication and interpersonal abilities to work with diverse community groups.  
• Demonstrated project management and problem-solving skills.  
• Flexible, adaptable, and solutions-focused approach, with the ability to move between tasks as required.  
• A passion for making a positive impact on educational outcomes in the local community.  
• An understanding of the Collective Impact framework and the role of backbone support organisations in driving social change.  
• Preparedness to work at the point of need within a small and dynamic team, contributing effectively to various tasks and challenges.

# Key Selection Criteria

• Relevant qualifications or extensive experience in community development, social work, education, or a related field.  
• Demonstrated ability to lead and implement community-centred projects.  
• Capacity to build and maintain relationships with a cross-sectoral range of stakeholders and community groups.  
• Demonstrated successful facilitation and community engagement 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.  
• Demonstrated effective project management skills.  
• Flexible approach to work to enable the broad range of stakeholder needs to be met.  
• Alignment with the Core Values of Beyond the Bell.

# Additional Mandatory Requirements

• A current Working with Children's check or willingness to obtain one.  
• Australian working rights.  
• Ability to pass a national police clearance.  
• Current and valid Victorian driver's licence and registered vehicle.

Please note this role is situated across the Great South Coast region of Victoria, with our central office located in Warrnambool. This role cannot be completed remotely.

# Need More Information?

To learn more about our organisation: https://btb.org.au/  
For more information: eo@btb.org.au