

**APPLICATION INFORMATION PACKAGE: Senior Project Officer**

**HOURS PER WEEK:** 24 hours per week

**SALARY:** \$40.06 per hour

**APPLICATIONS CLOSE:** 9:00 AM 29<sup>th</sup> January 2018

**INTERVIEWS HELD:** Thursday 1<sup>st</sup> February 2018

---

Thank you for your interest in applying for the above position with Leep. Please read the following notes carefully. They are designed to assist you in applying for a vacancy with the organisation.

### How to Apply

Your suitability for the position will be initially assessed on the details provided in your application.

Your application ***must*** address the Requirements of the Position section contained within this Information Package. Please clearly demonstrate how you meet Prerequisite Skills, Qualifications, Knowledge and Desirable Skills as this is how your application will be assessed.

**You must address every point in the prerequisites** and meeting the desirable will strengthen your application.

The Position Description should be read carefully as it describes the nature of the position, the major duties and responsibilities and the qualities required by the person to perform the job. Write your application so that the Selection Panel can fully appreciate your capabilities.

### Information to Include in Application

1. A completed **Application for Employment Form** (*enclosed*).
2. **Covering letter:** The covering letter of your application should include:
  - Your own address and other contact details;
  - The details of the position applied for;
  - Where and when you saw the position advertised;
  - Why you are interested in the position and what experience you have in that field;
  - When you are available for an interview.
3. **Requirements of the position:** It is essential that you clearly demonstrate in your application how you meet the:
  1. Prerequisite Skills, Qualifications and Knowledge
  2. Desirable Skills(See below for guidelines to address the selection criteria)
4. **Resume:** This is a brief outline of the main details of your working life. It should provide a clear and concise statement of your work experience and qualifications (see below for guidelines).

Applications close 9:00am 29<sup>th</sup> January 2018. Each application must be marked **“Private and Confidential” Senior Project Officer** and emailed to:

Tiffany Lee-Shoy  
DCEO  
E: [TiffanyL@leep.ngo](mailto:TiffanyL@leep.ngo)  
P: (02) 4721 1866 ext. 31

It is noted that any papers included with your application will not be returned to you and as such it is recommended that applicants retain a complete copy of their originals of any documentation.

## Guidelines for Application Documents

### 1. Addressing the Selection Criteria

Please do not apply unless you have completed this section, your application will not be considered.

- Address each criteria separately.
- Use a bold heading to identify each criteria.
- Describe how you meet each point with a few short paragraphs.
- Give example of projects, tasks, work experience and how you were involved to support your description of how you meet the criteria.
- Remember to include transferable skills and knowledge – sometimes your experience isn't directly linked to the point, but you have no doubt gained skills and knowledge in one context that could be applied in others.
- Try to be as clear as possible on how you meet the criteria.
- If you don't feel that you meet all the Requirements of the Position, respond as well as you can and indicate a willingness to pursue further professional development where needed.

### 2. Resume (or CV)

Resumes should contain the following basic information:

- Full name;
- Date of birth (optional);
- Your address;
- Contact telephone numbers (work, after hours, mobile);
- Education / qualifications;
- Short courses;
- Work experience / employment history (in brief);
- Personal interests and hobbies (optional); and
- 2 work referees of a Manager who has supervised you (names and phone numbers).
- Any other relevant supporting information.

## Interviews

If your written application is successful, you will be invited to attend an interview.

Prior to the interview, review any information you have about the position, organisation and local area, as well as remind yourself of your application.

On the day of the interview:

- Present yourself well – dress nicely for the interview.
- Arrive 10 minutes early.
- Don't assume that all members of the interview panel have read your application. They probably have, but tell them everything again.

## Points to Remember

- Do your research to find out what you can about the organisation.
- Emphasise your interest in and suitability for this position.
- Set out your application clearly, using headings to break up the information.
- If possible, type your application (or make sure that it is very neatly written).
- Keep a copy of your application and the advertisement.
- Do not assume that the selection panel knows anything about you or how you meet the prerequisite and desirable criteria. You will need to clearly show your skills, abilities and experience.
- Describe what you have accomplished rather than describing your responsibilities.
- Describe your abilities, potential and things you can do as part of this position by using your past experience as proof to support the claims you make.

## REQUIREMENTS OF THE POSITION

---

To be considered for the position you must **meet and address** all of the:

1. Required Skills
2. Required Qualifications
3. Required Knowledge

Failing to address each criteria in the above by giving detailed examples regarding your experience will eliminate you from an interview.

Meeting the desirable criteria will enhance your application.

### Required Skills, Knowledge and Qualifications

Skills:

- Excellent communication skills, with an ability to engage and connect both verbally and through written forms;
- Demonstrated experience in designing and delivering training and facilitating groups
- Demonstrated experience in community engagement
- High level organisational skills
- Experience collecting, managing and analysing data
- Strong interpersonal skills with an ability to form trusting relationships

Knowledge:

- Comprehensive understanding of volunteerism and digital inclusion
- An understanding and commitment to the principles and practice of access and equity
- Comprehensive understanding of Work Health & Safety

Qualifications:

- Degree with experience in community development OR relevant experience in an associated field
- Certificate IV in Training and Assessment or equivalent to 3 years training experience

Other:

- A current NSW Drivers Licence and a comprehensively insured vehicle to use for work purposes

### Desirable Skills, Knowledge and Qualifications

- Understanding of volunteer recruitment, management, training, retention and acknowledgement.
- Graphic design skills
- Experience using CRM software or programs

## Leep NGO Position Description

**Position:** Senior Project Officer (24 Hours/Week)

**Team Member:** Vacant

---

### Organisation Overview

Leep NGO is a non-profit organisation dedicated to creating inclusive communities for people experiencing disadvantage. We believe the possibilities that modern technology and volunteering provide should be made available to all, and we work to create inclusion through:

- **communityNet** – The leading online portal for the for-purpose sector in NSW with key news, resources and events
- **Digital Inclusion** – We work with a network of partners to create and run digital literacy programs for the one in five Australians who are not online.
- **Volunteer Solutions** – We connect volunteers with roles that matter, and provide the tools and frameworks that create effective volunteer management and retention.

### Award

Employees of Leep NGO work under the Social, Community, Home Care and Disability Services (SCHADS) Award and the Leep NGO Staff Agreement and Contract of Employment.

### Work Health & Safety

Leep NGO is committed to Work Health and Safety (WHS) practices which reduce risk, prevent injuries and promote work satisfaction. Leep NGO strives to provide all staff, clients, volunteers, and board members with a safe and healthy environment.

All staff members are responsible for identifying any WHS issues. These issues must be reported to the WHS Representative who will then undertake appropriate action.

### Position Overview

The Senior Project Officer works across the organisation and is responsible for:

- Engaging and networking with the community
- Initiating, developing and facilitating curriculum for volunteers
- Providing advice and support to volunteer involving organisations (VIOs).

The position will be based at Leep NGO's office in Penrith, and will involve travel throughout Greater Western Sydney.

The position is based on a 24 hour week and is contracted until 30 June 2019, with the possibility of extension.

## Extent of Authority

The Senior Project Officer will be directly responsible to the Deputy CEO.

In accordance with Leep NGO's governance, the position is ultimately accountable to Leep NGO's Board of Directors.

## Project Responsibilities

- Engage, network and consult with VIOs in order to provide appropriate professional support for managers and volunteers.
- Develop new curriculum and volunteer training resources for bespoke volunteer training
- Deliver volunteer training from both existing and new curricula
- Evaluate training programs to ensure continuous improvement.
- Provide advice and consultation for volunteer managers on best practice volunteer management.
- Participate in events to promote and recognise volunteers
- Handle enquiries and contribute to the management of a database of services who utilise volunteers within funded areas.
- Maintain service statistics and provide written reports when required.

## General Responsibilities

- Report against goals and targets as required by direct supervisor(s) which includes, but is not limited to:
  - Bimonthly Board reports
  - Annual reports
- Prepare for and attend support and supervision with direct supervisor(s) on a bimonthly basis.

## Shared Responsibilities

These duties are shared amongst the entire team at Leep NGO, with the expectation that each team member engages with them to the best of their ability.

- Promote the projects and activities of Leep NGO within the broader community.
- Undertake training appropriate to the position.
- Participate actively in staff meetings, staff appraisal/supervision mechanisms, and organisational planning sessions.
- Work collaboratively with other team members on a day to day basis in the running of the organisation in accordance with the 'Staff Common Responsibilities' booklet, by sharing skills, resources, projects and ideas.
- Work in accordance with the vision, mission, objectives and the Policies and Procedures of Leep NGO.
- Participate in the development and activities of other Leep NGO projects as required.
- Incorporate access and equity principles in the development of projects and activities and through the provision of training, resources and information.
- Participate in relevant networking and information exchange and collaborative activities relevant to the position.
- Participate in providing information for communityNet which is relevant to Community Services across NSW.

## Key Relationships

### Internal

- Leep Board of Directors
- Leep Chief Executive Officer
- Leep Team
- Volunteers and students

### External

- Volunteer involving services
- Volunteers
- Community Sector workers

- Local, State and Federal government representatives

### Characteristics of the Position

The Senior Project Officer will display the following characteristics:

- Dynamic, engaging and energised by connecting with people and facilitating people's growth and development.
- Highly skilled in adult learning methodologies.
- Takes initiative, sets priorities and works under general direction
- Ability to strategise, take initiative and be innovative
- Ability to be a team player and achieve common goals
- Forms strong working relationships with co-workers and external parties
- Ability to be calm whilst managing competing priorities and work with a sense of humour

### Required Skills, Knowledge and Qualifications

Skills:

- Excellent communication skills, with an ability to engage and connect both verbally and through written forms;
- Demonstrated experience in designing and delivering training and facilitating groups
- Demonstrated experience in community engagement
- High level organisational skills
- Experience collecting, managing and analysing data
- Strong interpersonal skills with an ability to form trusting relationships

Knowledge:

- Comprehensive understanding of volunteerism and digital inclusion
- An understanding and commitment to the principles and practice of access and equity
- Comprehensive understanding of Work Health & Safety

Qualifications:

- Degree with experience in community development OR relevant experience in an associated field
- Certificate IV in Training and Assessment or equivalent to 3 years training experience

Other:

- A current NSW Drivers Licence and a comprehensively insured vehicle to use for work purposes

### Desirable Skills, Knowledge and Qualifications

- Understanding of volunteer recruitment, management, training, retention and acknowledgement.
- Graphic design skills
- Experience using CRM software or programs

### Key Results Areas

### Performance Measures of the Position (annual)

Engaging and networking with VIOs	<ul style="list-style-type: none"> <li>• 50 instances of information provided</li> <li>• 80% of VIOs surveyed at end of year rate their experience positively</li> </ul>
Initiate and develop curriculum for volunteers	<ul style="list-style-type: none"> <li>• Up to 4 bespoke training curriculum initiated and developed</li> </ul>
Facilitate training on line and face to face for volunteers.	<ul style="list-style-type: none"> <li>• Up to 300 volunteers trained</li> <li>• Up to 30 training workshops held</li> </ul>

- 80% of volunteers confident in applying learning to their role
- 80% rate training as good/excellent

Growth in community engagement with Leep

- 4 case studies collected and reported.
  - New subscriptions to communityNet.
- 

**Date Created:** May 2015

**Date Revised:** 31/01/2017

**Review Date:** 30/06/2017; 10/01/2018

**Signed:**

**Employee –**

**Supervisor(s) -**



## APPLICATION FOR EMPLOYMENT

Position	
Position You Are Applying For:	
Personal Information	
Family Name:	
First and Middle Names:	
Preferred Title ( <i>Mr, Ms, Mrs, Miss, Dr</i> ):	
Contact Address:	
Contact Telephone:	
Eligibility to Work in Australia	
Are you legally entitled to work in Australia	Yes / No
<p><i>(Note: to be eligible for employment you <b>MUST</b> be an Australian citizen, permanent resident or possess a current work permit. Original documentation of your residence status <b>MUST</b> be produced upon request.)</i></p>	
Health Status	
<p>Anti-discrimination legislation and Equal Employment Opportunity protect employees against unlawful discrimination. If special arrangements would assist your application for the position or in carrying out its duties, should you be successful in your application, please attach details. In some circumstances a job fitness medical may be requested. If so, the matter will be discussed with you. It is necessary for the Selection Committee to be aware of any disability or pre-existing medical condition which could affect your capacity to carry out all the functions of the position.</p>	
Do you know of any disability or medical condition which could affect your ability to carry out the duties of this position as you understand them?	Yes / No
If yes, please provide a brief Explanation.	
Applicant's Statement	
<p><b>The information provided in this application and any attached papers are, to the best of my knowledge, true and accurate in every respect.</b></p> <p><b>I understand that any statement I make (or information I knowingly withhold) which is found to be false or misleading as to the substance of my application will constitute grounds for termination of any contract of employment entered into.</b></p> <p>Yes / No</p> <p>FULL NAME: _____ DATE: ____/____/____</p>	