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| **Position: Projects Support Officer** **(PSO)** **Term:**  **Fixed Term 1 Year – (Dates TBC)****Name: (VACANT)****Start Date: April 2021** **(TBC)****Location:** Designated workplace -Melbourne Office  Allowed to work from a remote home office **Reports to: National Manager – Policy, Sustainability,**  **Initiatives & Projects** **Subordinate**  None applicable **Positions:** **Hours of work:** 22.5 hours per week, 45 p/fortnight  Worked over Tuesday to Thursday**Date P.D.** **approved: 11th March 2021** |  |
| POSITION SUMMARYThis position reports to the National Manager – Policy, Sustainability, Initiatives & Projects (NM-PSIP), and assists in increasing AFDO's profile and connection with aligned organisations, governments, the private sector, funders, the philanthropic sector by assisting in ensuring projects are supported to deliver required outcomes on time, in full compliance and to all reporting deadlines.The main function of this role is to work with the NM-PSIP and assist relevant project coordinators in the delivery of their specific activity(ies) in line with the funded requirements.Responsible for:1. Assisting with the implementation, administration, compliance, reporting frameworks for AFDO funded projects
2. Assisting in the development and ongoing maintenance of the AFDO projects database to capture and report on each project
3. Assisting coordinators in undertaking draft project reports and project documentation
4. Assisting coordinators in operating and keeping an up to date project timeline for activities and achievements

Major areas of focus being:* Assisting NM-PSIP in ensuring the delivery of AFDO projects administration, monitoring, reporting and compliance
* Assisting project coordinators in all aspect of project delivery, administration, reporting and management of activity in line with funded requirements

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| **Responsibilities:**1. **Projects Support & Reporting**
* Assist NM-PSIP in the implementation, monitoring, administration and ongoing development of AFDO funded projects;
* Draft and prepare reports, presentations, letters, applications and other documents as required for this area;
* Organise and participate in regular project meetings by the NM-PSIP and project coordinators;
* Maintain an up to date online centralised electronic filing system and database for each project;
* Manage the schedule of all project meetings;
* Organise meeting logistics as required;
* Project events online or venue delivered including; Development of invitations, recording of participants, sourcing & booking accessible venues, organising online platform, organising supports and accessibility needs for attendees, organising catering for general and dietary requirements, issuing documents or presentations in accessible formats, etc. sending and collating feedback from attendees post-event.
* Work with NM-PSIP or project coordinators to prepare and distribute high-quality meeting agendas, papers or reports on time;
* Minute all meetings and manage action lists, ensuring the relevant people are tasked accordingly and prompted when deadlines approach;
* Monitor and coordinate reporting with draft reports provided to the NM-PSIP and relevant project coordinator for any funding body in accordance with the requirements and formats needed for each project;
1. **General**
* Other tasks as directed by management in keeping within the scope of this role
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| **Responsibilities and Key Decision Making in this Role:*** Diary/calendar management and prioritising workload;
* Checking incoming or outgoing invoices for authorisation by the relevant project coordinator and NM-PSIP;
* Calling for agenda items and collecting reports for upcoming internal meetings;
* Managing the project database;
* Assist with project events organisation and administration
* Assisting in the drafting project reports for funding bodies or other stakeholders on progress and compliance
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| **Key Attributes*** This position is only available for those who identify as a person with disability as allowed under 'special measures' of the Equal Opportunity Act 2010; you need to outline how you meet this requirement
* Two years experience in a similar role within or outside of the sector
* Demonstrated administrative and project management skills
* High-level written and verbal communication skills
* Good interpersonal skills
* Ability to manage tasks, set priorities, organise work and achieve objectives within timelines
* Ability to work both independently and collaboratively within a team
* Office admin knowledge, database management skills and general computer skills (Microsoft Outlook, Word, Excel, PowerPoint and internet).
* Relevant qualifications would be an advantage

**EMPLOYEES UNDERSTANDING & ACCEPTANCE:**

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| Authorised by |  Ross Joyce |  | Chief Executive Officer |
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| Accepted by | **Do not sign****Only required by the successful applicant**  |  |  |
|  |  |  | signature |
| Date |  |

**N.B.: Your signature on this position description signifies an understanding and acceptance that the content contained forms an integral part of your employment terms and conditions.** |