



Queensland Youth Housing Coalition Inc.

17 Ross Street, Paddington Qld 4064

Po Box 122 Paddington Qld 4064

Website: qyhc.org.au

Position Description

Project Officer

Position:	Project Officer
Hours:	38 hours per week (negotiable)
Classification:	Social, Community, Home Care and Disability Services Industry Award 2010
Salary Level:	SCHCDS Award Level 5-6 TPEO
Accountable to:	Executive Director
Funded by:	Department of Communities, Housing and Digital Economy (DCHDE)

Purpose

The purpose of the position is to lead or provide support to QYHC's work and projects as per the operational plan.

Organisational Relationship

The Project Officer reports to the Executive Director.

Extent of Authority

The Project Officer is free to act within the policy parameters of the organisation and within the framework of the responsibilities as outlined below. Work outcomes are monitored. Leadership and assistance is available from the Executive Director.

Primarily responsibilities

As Queensland's Youth housing and homelessness peak body, QYHC leads or engages in various campaigns, advocacy, projects, forums, sector and stakeholder engagement and development and a range of meetings with the vision that all young people are safely housed. The Project Officer will contribute to this work.

Key Requirements

- Demonstrate an understanding of the issues and needs of young people who are homeless or at risk of homelessness.
- Develop and maintain partnerships and work collaboratively with a range of stakeholders.
- Have an understanding of or willingness to learn the Queensland Housing Strategy, the specialist youth homelessness service system and the related service sectors homeless and marginalised young people interface with such as: child safety, youth justice, domestic and family violence, education, employment and health.
- Develop and manage projects. This includes planning and mapping tasks, reviewing literature and available data and research.
- Demonstrate high level verbal communication skills that include the ability to facilitate meetings and consultations.
- Demonstrate high level written skills to produce written information in a wide range of formats such as: literature reviews, project plans, progress reports, briefing papers, information papers, fact sheets, and training and resource materials.
- Facilitate and/or support sector engagement and development.
- Contribute to marketing and promotional material.
- Represent QYHC at a range of meetings.
- Perform other duties as requested by the Executive Director.

Essential:

Degree in Social Sciences or equivalent.

High level computer literacy skills.

High level written and oral communication skills.

Driver's Licence.

Blue Card.

Desirable:

Research experience.

Project management experience.

Report writing experience.

To Apply:

Please send your current CV with the names of 3 referees and a cover letter of a maximum of 2 pages addressing your suitability for the role to:

Lorraine Dupree
Executive Director

Lorraine.dupree@qyhc.org.au

By October 1st, 2021