
Position:	STARS Project Officer
Classification:	SCHADS Grade 4 (Salary Packaging is available)
Hours:	16 hours per week till the 30 th June 2026
Responsible to:	Manager Community and Sector Capacity Building

This position description is not a comprehensive list of responsibilities or criteria. The position's incumbent will be aware that the position is part of a dynamic service based upon growing community need and that outcomes and activities may change over the course of time.

Reporting & Organisational Context

The Project Officer is responsible to the Board of Directors of Canterbury City Community Centre (CCCC) through the Manager. The Project Officer will be aware of the requirements of other stakeholders such as Service Users, Dept of Health, Disability and Ageing, Commonwealth Home Support Program (CHSP) and local Councils.

Service Objectives

- Support the delivery of training to CHSP service management, workers and volunteers to strengthen the Aged Care workforce
- Work in partnership with stakeholders to provide appropriate information, training and support to local CHSP/Aged Care services
- Promote benefits of social inclusion and volunteering to the wider community through partnerships with local councils to deliver Volunteer information sessions
- Provide information, support and opportunities to share for volunteer coordinators via online meetings.

Knowledge, Skills and Experience

Essential Criteria:

- Relevant tertiary qualifications and/or experience in the social sciences, community welfare, and/or community development.
- Experience and /or qualifications in training and delivering information sessions
- Experience and/or knowledge of the Commonwealth Home Support Program.
- Exceptional organisational skills.
- Demonstrated understanding of volunteering and requirements of organisations managing volunteers.
- Excellent communication skills, including public speaking skills, and well-developed

written communication skills

- Understanding of issues impacting ageing people and their carers
- Current driver's licence and access to a vehicle
- Computer skills, including Word, Excel and PowerPoint
- Experience with a client record management system.

Desirable Criteria:

- Experience working in a community-based organisation.
- Understanding and experience of working with people facing barriers to inclusion.
- Flexibility around days and hours, may occasionally be required to start early or finish outside office hours.
- Experience and /or knowledge of the Aged Care reforms and Sector Support and Development.

Principle Duties

- Support the STARS trainer to organise and deliver appropriate training to CHSP services (local and regional through face-to-face training and Australia-wide through online training)
- Be an active member of the SSD (Sector Support and Development) Community of Practice, disseminating relevant information and opportunities to services via mailing list
- Organise and deliver volunteer information sessions, stalls and events to promote volunteering
- Administration duties, maintain registrations, record attendances, send out email reminders to participants, etc
- Organise, facilitate and disseminate minutes of quarterly Volunteer Coordinator meetings
- Participate in SSD collaborative working groups.

Planning and Evaluation

- Monitor activities against the STARS Work Activity Plan and recommend any changes to ensure activities are completed effectively and on time
- Seek feedback from local Aged Care organisations regarding training needs.

Effective Workplace Relationships

- Maintain effective working relationships with Centre staff.
- Participate in Centre staff meetings and training days.
- Establish and maintain effective working relationships with multiple external stakeholders.
- Attendance at SSD Forums, and other relevant networks as required.

Reporting and Compliance

- Keep a table of monthly statistics against key outcomes identified in the Work Plan
- WH&S - provide a safe working environment for staff and volunteers.

Promotion and Publicity

- Use the centres existing communication channels (Facebook, Instagram, website and flyers) to promote STARS Training and activities through the Communications Officer.

Financial Management

- Submit invoices, payments and petty cash to the Manager and Bookkeeper in a timely manner.

Other

- Adhere to the Centre's Code of Behaviour and Policies and Procedures as contained within the Centre's Policy & Procedure manual.

X

Employee's Signature

X

Date

X

CEO's Signature

X

Date