



Dear Applicant

## POSITION: PROJECT DEVELOPMENT OFFICER

Thank you for your interest in the Project Development Officer position.

Propel Youth Arts WA is the peak body for youth arts in Western Australia dedicated to creating opportunities for young people to engage in the Arts.

The Project Development Officer is currently a part-time position, offered at a salary range of \$40-45,000 per year (pro rata) plus superannuation, which is negotiable depending on experience. This position has the potential of becoming full time in October 2015.

Propel Youth Arts WA supports diversity and welcomes people of all ages, genders, cultures, and backgrounds to apply. Being a youth arts network, we also strongly encourage young people to apply. Please find the Position Description and Selection Criteria enclosed in this document.

### **Applications**

Your application should include:

- Cover letter explaining why you are interested in the position
- Response to each Selection Criteria
- Your curriculum vitae (CV) including your contact details, previous experience, education, and contact details for two referees.

Please e-mail your application to [alison@propel.org.au](mailto:alison@propel.org.au)

Applications must be received by **5pm Wednesday 20 May 2015**.

The successful applicant will have a sound understanding of community cultural development principles, will work well in a team environment and will demonstrate excellent organisational, time management and administrative skills.

### **Shortlisting and Interviews**

The interview panel will shortlist from applications and invite these people to attend an interview.

### **Final selection**

The successful applicant will be notified by telephone and sent a written offer of appointment for the position, which will commence as soon as possible. All other applicants will be notified.

We look forward to receiving your application.

Alison Doran  
Executive Director

### 1. POSITION IDENTIFICATION

<b>Title</b>	Project Development Officer	<b>Hours</b>	Part time, up to 18.75 hours per week
<b>Reporting to</b>	Executive Director	<b>Salary (pro rata)</b>	\$40- 45,000 + 9.5% superannuation
<b>Location</b>	Arts House Building, 53 James Street, Northbridge WA 6003	<b>Date Effective</b>	May 2015
		<b>Date last updated</b>	May 2015

### 2. PURPOSE OF POSITION

To facilitate the growth of youth arts in Western Australia by coordinating the development and delivery of Propel's special projects – including the Drug Aware YCulture Metro grants program – through working collaboratively with the Marketing Manager and reporting to the Executive Director.

### 3. WORKING RELATIONSHIPS

#### Internal

- Executive Director
- Propel Youth Arts WA staff
- Propel Youth Arts WA clients, Volunteers and interns.

#### External

- Arts, youth, government and community agencies
- Stakeholders, funding bodies and other partners

#### 4. BRIEF SUMMARY OF ACCOUNTABILITIES AND RESPONSIBILITIES

ACCOUNTABILITIES and RESPONSIBILITIES	F R E Q	% OF DUT IES
<p><b><u>Outcome: Project Coordination</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate and deliver the YCulture Metro funding program</li> <li>• Develop and coordinate up to three Special Projects for the Propel Annual Program including: MOSAIC, National Youth Week and special projects throughout the year, including workshop activities, etc.</li> <li>• Liaise and communicate with Propel staff to ensure the effective delivery of new and existing programs / projects</li> <li>• Liaise with and coordinate the Project Advisory Committees and the YCulture Metro Panel and Assessment Process until all funds have been distributed</li> <li>• Monitor each program budget working with the Executive Director (ED) to ensure compliance with funding requirements</li> <li>• Prepare program reporting and acquittals for the ED</li> </ul>	D D  D M M A	50
<p><b><u>Outcome: Communications and Marketing</u></b></p> <ul style="list-style-type: none"> <li>• In collaboration with the Marketing Coordinator (MC), deliver information sessions, presentations and skills development workshops regarding Propel Annual Programs to diverse groups including young people, organisations and government</li> <li>• With support from the MC, drive communications and marketing associated with assigned programs and special projects</li> <li>• With support and direction from the ED, coordinate partnerships with various stakeholders to explain, promote and gain support for assigned programs and projects</li> </ul>	M  W W	20
<p><b><u>Outcome: Networking, Info and Client Support</u></b></p> <ul style="list-style-type: none"> <li>• Provide youth arts information by means appropriate to diverse groups</li> <li>• Assist young people and organisations in project application and development</li> <li>• Provide one-one support to participants throughout the duration of the program and special projects</li> <li>• Coordinate evaluation sessions with participants throughout the duration of the program and special projects</li> </ul>	W W D M	20
<p><b><u>Outcome: Office Administration</u></b></p> <ul style="list-style-type: none"> <li>• Supervise and support program volunteers as appropriate</li> <li>• Shared telephone and visitor reception and office up-keep duties</li> <li>• Data entry, record-keeping and word processing for assigned programs</li> </ul>	M D W	10

Frequency Key: D =Daily W = Weekly M = Monthly A = Annually

5. SELECTION CRITERIA / WORK RELATED REQUIREMENTS

ESSENTIAL SELECTION CRITERIA:

- A tertiary qualification in a relevant discipline and/or equivalent experience in the youth arts environment
- Demonstrated ability to coordinate and evaluate projects including events, workshops and forums.
- Broad knowledge of and networks in the arts and creative industries
- Highly developed written and verbal communication skills
- Effective problem solving skills
- Sound planning and budgeting skills

DESIRED WORK RELATED REQUIREMENTS:

- C Class Driver's License (formerly A Class)
- Current Police Clearance Certificate
- Working With Children Check