

**COLONY 47
ACTIONMAN
PROJECT OFFICER**

Program Area: Community Programs

Award & Level: CSA Level 5

Employment Conditions: Part-time 5 hours per week

Reports to: Manager, Community Programs

Last Revised: January 2012

Approved HRM:..... **Staff member signature:**

Organisational Environment

Colony 47 is a community based organisation, operating to support individuals, families and communities in the areas of housing, community, employment, training and family support.

Our Vision is:

- Fairness
- Passion
- Opportunity
- Community
- People Working Together

Our Strategic Intent is:

Be Tasmania's leading community service organisation linking diverse communities, government and business to deliver positive outcomes for individuals and families in our community.

Colony 47 Values

- Respect
- Integrity
- Social Conscience
- Professionalism
- Quality

Working Environment

Code of Conduct

All employees of Colony 47 must abide by Colony 47 Code of Conduct.

Occupational Health and Safety:

As an employee of Colony 47, you must be aware of and comply with requirements of the Workplace Health and Safety Act 1995 and associated regulations. This includes taking responsibility for your own health and safety and that of others in the workplace and complying with Colony 47 occupational health and safety policies and procedures.

Background

The Population Health subdivision of Department of Health and Human Services has provided funding to implement and evaluate a program to improve the physical activity, nutrition and health education of men who are at risk of adverse outcomes resulting from their disadvantage and therefore their barriers to mainstream self management programs.

A pilot program was established at Colony 47 and a Business Plan prepared based on the pilot using community development model to engage with the target group of men. A key function of program is to create an environment that encourages physical activity for men in the community and thus increasing self-esteem and confidence and during which nutrition and health awareness can be promoted.

Position Objectives

The program position objectives include:

- The provision of effective and efficient services to men to overcome barriers to mainstream services for physical activity, nutrition and health education in the community.
- The provision of advice and development of the program of activities based on a community development model for the provision of services for men who have barriers to participation in mainstream services.
- The organisation and delivery of capacity building activities and network meetings across the Men's Health networks in consultation with the client groups.
- To undertake administrative tasks including maintenance and documentation, filing, data collection and collation and assisting the preparation of reports and services correspondence.

Level of Responsibility/Direction and Supervision

- The Project Officer is responsible to the Community Programs Manager but on a day to day basis works with a high degree of autonomy.
- The Project Officer will be self motivated with an ability to work with a broad range of people with an enthusiastic approach to service delivery.

Key Tasks and Duties

1. Delivery of the ActionMan as specified in the contract and based on a community development model.
2. Ensure the delivery of activities which encourage physical activity, nutritious food preparation and health education to men in the community with barriers due to their significant disadvantage that results in achieving program outcomes.
3. Work collaboratively with agencies to implement the program to the targeted “at risk” men.
4. Recruit and support participants from organisations already working with “at risk” men or from the community.
5. Customise delivery of the program to different target groups and facilitate client input to selected activities.
6. Identify needs of participants and respond with appropriate resources and/or referral points.
7. Provide timely and accurate reports to the program funding body.

Required Attributes

Knowledge

Knowledge and broad understanding of the issues and barriers associated with the target group and the implications for the community sector.

Ability to acquire comprehensive knowledge and understanding of the aims and philosophy of:

- The Funding Body Objectives;
- Relevant government programs and policies affecting young people; and

Ability to acquire comprehensive knowledge, understanding and application of:

- The Privacy Act 1988
- Other relevant Commonwealth & State Legislation
- Workplace Health and Safety Act 1995
- Statutory requirements such as occupational Health and Safety, Equal Employment Opportunity and Anti- Discrimination Act

Experience

The Project Officer will need to possess:

- Experience in community building projects including consultation and working effectively with the target group
- Experience in management of community based projects
- Experience in managing stakeholder relationships
- Experience in preparation and delivery of information sessions
- Experience in working in an environment of confidentiality, privacy and a high level of accountability

Qualifications

- Post Graduate qualification with considerable experience; or
- Relevant degree with extensive experience; or
- Associate Diploma with extensive and comprehensive experience; and other relevant accredited training or qualification.

or

- Attainment through previous appointments, service and/or study, an equivalent level of skills to undertake the range of activities required. An employee without formal qualifications and/or training or equivalent skills may be required to undertake relevant study or training.

Other Requirements

The Project Officer is required to have the following:

- Considerable experience working with men with barriers to participation in mainstream programs.
- Current First Certificate
- A valid driver's licence.
- The ability to satisfy a pre-employment police check.

Key Selection Criteria

1. Demonstrated skills and experience in working with men who are disadvantaged.
2. Highly developed organisational skills and demonstrated ability to plan and implement successful activities or events.
3. Experience in working collaboratively with community organisations.
4. Experience in facilitating and delivering community programs.
5. Considerable experience within, and comprehensive knowledge of, the Community Services Sector and demonstrated ability to effectively consult and network across agencies.
6. Demonstrated ability to work autonomously and effectively as well as actively contribute to team development and activities.
7. Excellent written, verbal, interpersonal communication and computer skills.