



POSITION DESCRIPTION

Program and Project Administration Officer

Reports to: Manager, Practice Advocacy and Research
Hours of Work: Full-time (job-share applications will be considered)
Salary Banding: Social and Community Services Employee Level 4, pay point 1 - \$32.12 per hour

Playgroup Victoria's Vision and Mission Statements

Vision:
All Victorian children and their families thrive in Playgroup

Mission:

- Building Communities through connecting Families and Children
- Advocating for greater investment in Playgroup by Government, Business and the Community
- To empower parents as children's first educators

Playgroup Victoria Key Strategies

- 1. Enabling Inclusive Access to Playgroup**
Develop an inclusive, flexible, diverse and high-quality playgroup model which provides clear value and meets the needs of all families.
- 2. Investment in Playgroup (Revenue Diversification)**
Develop a sustainable PGV through a range of partnership and investment opportunities and ensure robust governance processes are in place to ensure we control costs and spend money where it can best support our vision.
- 3. Recognition of Playgroup**
Ensure PGV has a significant and prominent profile as leading organization, through an effective communications strategy with our members, strategic partnerships including corporate and government

Role description

This role is a program and project support role that will primarily reside under the PlayConnect and MyTime programs but will also have responsibilities across other projects in the organisation.

Key Duties and Responsibilities:

Program and Project Administration - The Administration Officer will ensure that program and project administration tasks are carried out in a timely and efficient manner to support the successful coordination of the projects and their outcomes.

This role will support all funded programs and projects at Playgroup Victoria including:

- PlayConnect Program
- PlayConnect ILC Project
- MyTime Program
- Supported Playgroup Communities of Practice
- Supported Playgroup Training
- Playgroups-in-schools Project
- Girls and Boys come Out to Play Project

Key responsibilities:

- Central point for all project plans and timelines
- Data collection, data entry and monitoring of reporting deadlines
- Maintaining compliance records
- Collecting and collating OH&S records
- Maintaining group and staff records on internal CRM database and other contact lists
- Processing and reconciling financial administration
- Assisting with volunteer coordination
- Collecting and collating surveys
- Coordinating program and project resources
- General project administration

Other Functions and Responsibilities

- Participate in organisational events
- Participate in staff meetings
- Participate in program/project related meetings
- Participate in relevant training
- Respond to enquiries when the Manager is absent

Key Selection Criteria

1. Qualifications or considerable experience in program or project administration support.
2. Demonstrated ability to juggle multiple tasks and meet deadlines.
3. Demonstrated ability to work autonomously and make decisions.
4. Demonstrated ability to collaborate with staff and take instructions.
5. Demonstrated experience working with databases.
6. Excellent interpersonal skills and ability to interact and communicate with staff.

Conditions of Employment

- Satisfactory criminal history check (National Police Certificate) or State/Territory Working with Children Check is required prior to employment in the role.
- Intra-state travel may be required for meetings and events.
- Other conditions in accordance with SACS Award/Australian Workplace Agreement.
- Compliance with all organisational policies.