

## Position Description: Project Officer

<b>Position Title:</b>	Project Officer
<b>Area:</b>	Programs
<b>Supervisor:</b>	Manager, Programs
<b>Number of positions that report to this role:</b>	None
<b>Hours:</b>	Full time, including some after hours and weekend work. Flexible working arrangements may be considered. The successful candidate must be able to work full-time during December and January.
<b>Terms:</b>	Fixed term contract of 12 months, with the possibility of extension
<b>Salary range:</b>	\$65,000 - \$70,000 per annum, plus 9.5% superannuation
<b>Location:</b>	NYSF office, 56 Mills Road, The Australian National University, Canberra. Occasional interstate and/or international travel may be required to support NYSF programs.
<b>Closing date:</b>	Monday 20 March 2017

### About The National Youth Science Forum

The National Youth Science Forum (NYSF), is a national not for profit organisation with a strong reputation and rich history operating for over thirty years, gaining significant recognition for its role in positively influencing students in the pursuit of study, employment and professional development in science related areas.

The NYSF offers a diverse suite of programs designed to empower young people through engaging them in science, technology, engineering and maths (STEM) activities. We build on their enthusiasm for science to develop, encourage and support their ambition to study and seek employment opportunities within the fields of science, engineering and technology.

The NYSF enjoys a high level of engagement in the Australian community receiving support from a significant number of funding partners, including its founding partner, Rotary. The NYSF also works with a wide range of academic institutions, private sector companies and government organisations as well as individual subject matter experts and volunteers.

We're looking forward to significantly expanding our program offerings in the coming 12-18 months, thanks in part to funding from the National Innovation and Science Agenda. New developments include an additional

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third January Session in 2018, and a brand new program for Years 7-8 students in Adelaide in July 2017.

## About the Team

We currently have eight full time employees. We also engage casual staff during times of surge in our workload, particularly to support the delivery of the NYSF January Sessions. The NYSF is supported by an active and highly regarded Board, with each member selected for their formal expertise and outstanding achievements. To assist us to deliver our diverse programs we have separated our responsibilities into three key areas: Programs, Corporate Services, External Relations.

Our office is located on campus at The Australian National University.

## About the Project Officer Role

Working in a small team, the Project Officer will report to the Manager, Programs and undertake a broad range of administrative and planning tasks relating to the delivery of the suite of programs delivered by the National Youth Science Forum. These programs include the January Sessions for Year 12 students and the related Next Step follow-up events, the National Science Teachers Summer School, the NYSF International Program, the Student Staff Leadership Program, and the STEM Explorer Program for years 7 and 8 students.

In this multifaceted role, the Project Officer will take the lead in coordinating numerous aspects of the NYSF's programs, including projects such as updating handbooks and other documents, coordinating applications and selections for NYSF programs, travel coordination, liaising with speakers and activity hosts, and identifying exciting STEM opportunities for our program participants. We're looking for someone with exceptional attention to detail, who is comfortable managing competing priorities and several projects at a time, and enjoys working in a small team in a fast-paced deadline-driven environment.

In most cases the day-to-day delivery of our program and educational activities are delegated to alumni volunteers, but there may be some opportunities for the Project Officer to deliver activities, workshops, and training to participants.

The successful candidate will be someone who is comfortable managing competing priorities and several projects at a time, and enjoys working in a small team in a fast-paced deadline-driven environment.

Within the Programs team there are multiple Officer positions, all reporting to the Manager, Programs, and each with their own portfolio of projects and responsibilities. While Officers have no staff reporting directly to them, they may at times take responsibility for supervising and directing small groups of volunteers and/or casual staff.

**Please note:** This position is a fixed term contract of 12 months, with the possibility of extension.

The position is full time, including some after hours and weekend work. Some domestic travel may also be required. Flexible working arrangements may be considered. The successful candidate must be able to work full-time during December and January.

We will be using this recruitment round to create a merit list for future opportunities at the NYSF.

## Duties

Under the general direction of the Manager, Programs, the Project Officer will:

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- Coordinate the planning, delivery, and evaluation of key aspects of the NYSF's programs. Tasks include producing program plans and budgets, liaising with key stakeholders, and developing program content, evaluation plans and related surveys. Depending on workloads and peak periods the role may also involve logistics planning and support, particularly focused on travel and event management.
- Provide administrative and programmatic support to the Manager, Programs and other members of the NYSF team, as required.
- Act as a first point of contact for program-related enquiries, including answering enquires by phone and email.
- Liaise with a range of stakeholders by phone, email and in person, including program participants, parents, members of Rotary, volunteers, and representatives from our program providers and partners.
- Provide administrative and/or event-based support that may be outside of standard business hours, including on weekends. Some travel, including overnight and multiple-day stays, may be required to support interstate activities.
- Comply with all NYSF policies and procedures.
- Other duties as directed, consistent with the experience and level of the position.

## Selection Criteria

### *Essential:*

1. Tertiary qualifications in a relevant field, or equivalent combination of education and experience. Relevant fields may include project management, event management, logistics, education (primary or secondary), STEM disciplines, or science communication.
2. Demonstrated experience in event and/or project coordination and delivery. Experience in travel planning would be highly regarded. Proven project coordination skills, including the ability to successfully plan, execute and evaluate small to medium scale projects within tight deadlines.
3. Demonstrated good time management skills and the ability to prioritise tasks and work to tight deadlines.
4. Excellent interpersonal and communication skills – demonstrated experience in communicating with a wide range of people and building and maintaining relationships with stakeholders.
5. Proficiency in the use of computer based applications including Microsoft Office programs and online cloud-based platforms such as Eventbrite and SurveyMonkey. Experience in using Salesforce or other customer relationship management (CRM) systems or similar databases would be highly valued.
6. A current Working with Vulnerable Persons registration, or the ability to obtain registration before commencing in the position.
7. A current driver's license.

### *Desirable:*

1. Experience working in non-profit organisations.
2. Current first aid certificate.

## How to Apply

If you have questions about the role, contact Madeline Cooper, Manager, Programs at the NYSF, on (02) 6125 2777 or [madeline.cooper@nysf.edu.au](mailto:madeline.cooper@nysf.edu.au).

To apply, please submit your resume, cover letter, and a statement addressing the selection criteria (two pages maximum) to [programs@nysf.edu.au](mailto:programs@nysf.edu.au) by 5pm AEST Monday 20 March 2017.