



Thank you for making enquiries concerning the vacancies for the **Jobseekers2Communities Project**.

Here is some essential information to assist you as you make your application:

About the Jobseekers2Communities Project:

The WA Council of Social Service has an agreement with the Commonwealth Government through the Jobs Fund to provide a new service to the community sector in Perth, to enhance the capacity of the West Australian community services sector, while responding to emerging and current needs of the labour market.

The Project, entitled *Jobseekers2Communities* will provide job seekers with a gateway into a career in the community services sector, and provide the community services sector with a work-ready workforce.

The project will establish 3 pools of management, human resources, information technology, quality assurance, administration, grant/tender writing and marketing personnel from retrenched workers. These people will be assigned to work in organisations who have applied for a project worker.

This will remove up to 38 people from the unemployment register, enable workers to maintain their skills set, and inject business thinking, skills and systems into the community sector.

In the longer term, participants will enhance their job prospects into community services and other sectors, while the community sector will be able to deliver improved support and outcomes for citizens and service recipients.

Who Is Eligible?

You must live in the southern coastal suburbs of Perth.

You must have a good work history but be currently unemployed – for example due to the global financial crisis you may have been retrenched or laid off, or had your hours cut, etc.

You must have the kind of skills we are looking for.

You must be willing to travel to work in the organisations who request project Pool Workers.

You must be adaptable and professional in your approach to work.

You must be willing to undergo training to help you make the transition into working in the not-for-profit community sector.

What kind of workers do we want?

WACOSS will recruit workers who have been retrenched from business – or become unemployed due to the Global Financial crisis-and train them to work in the not-for-profit sector.

We will be recruiting a wide variety of people with administrative skills, book-keeping or accounting skills, Human Resource managers, IT professionals and so on.

These people will become Pool Workers in the project for a period of four months of full time work. Each Pool Worker will be employed and trained for a total of 16 weeks in full time work. The place of work will vary according to the kinds of projects suggested by organisations and these can be anywhere in the metropolitan area

During this time it is envisaged that each worker will be placed in several community service organisations.

What kind of work will be done?

The Project Officers employed by WACOSS will undergo a week long paid period of orientation to the project and then be placed in not-for-profit organisations in the community sector to complete work projects which are matched to each person's skills and interests. These projects will involve the Project Officer traveling to the Organisation's office for a period of days or weeks until the project is completed.

These projects are likely to be (but are not limited to):

Archiving

Sorting and cataloguing a library of resources

Re-organising the document management system of an office

Redesigning the web presence of an organisation

Book-keeping

Re-organising a filing system

Creating templates to assist with publicity or fundraising

Creating or updating databases of members and supporters or clients.

When will applications close?

There will be three rounds of inductions for Pool Workers over the course of the next 18 months. Prior to each round of inductions, WACOSS will call for Organisations to apply for Pool Workers.

The first round of applications will be required to be at the WACOSS office by
5pm on 18th December 2009.

How do I apply?

Applications must be made on the **Jobseekers2Communities Application form, and submitted in full with a CV by the due date.**

What if I need more information?

If you need more information, please call the Program Coordinator Eira Clapton.:

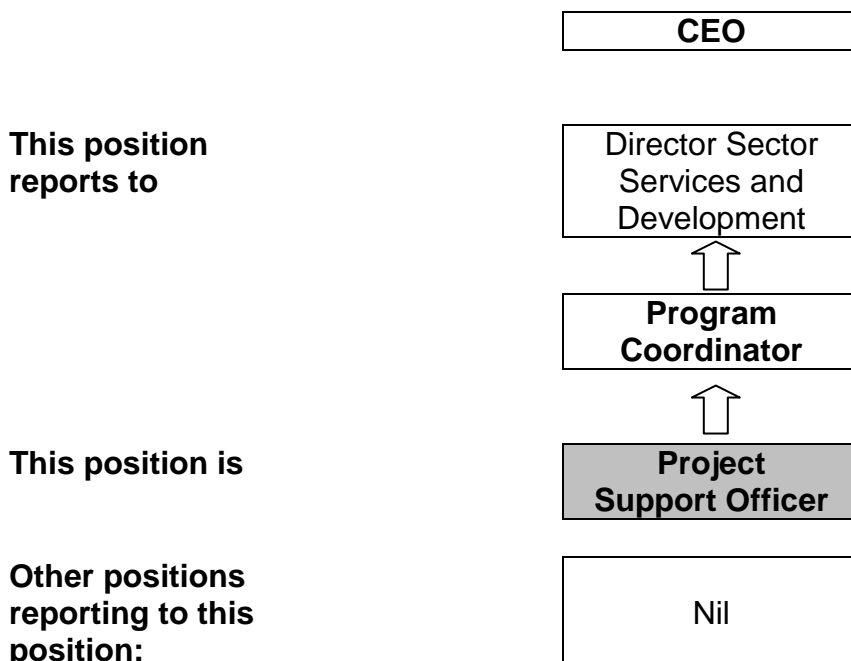
eira@wacoss.org.au or 9420 7222

WESTERN AUSTRALIAN COUNCIL OF SOCIAL SERVICE INC

DUTY STATEMENT

Title Project Officer Jobseeker2communities	Effective Date: June 2009
Salary Range	\$44,000 to \$60,000 dependent on skills and experience
Hours	Full Time (76 a fortnight) and Part time positions available

REPORTING RELATIONSHIPS



PRIMARY OBJECTIVE

This position will form part of the Jobseeker2communities project worker pool. Pool workers will be required to work across a number of not for profit organisations within the Perth metropolitan area. These projects will be focussed on providing backend administration and management system support tasks and will be time limited. Pool workers will be matched to projects based on areas of expertise and skills.

Authorisation:

This document is an accurate statement of the duties and responsibilities of this position.

Signed	CEO WACOSS
Date	Dec 2009

SPECIFIC DUTIES – PROJECT OFFICER – JOBSEEKER 2 COMMUNITIES

COMMUNICATIONS

- Liaison with Program Coordinator
- Preparation of verbal and written reports

PROJECT SKILLS

- Ability to be able to manage tasks and plan work to complete within set time frames
- Duties as assigned in one or more of the following areas (assigned in area of expertise) :
 - Book keeping,
 - Financial management
 - Record Keeping and Filing – (including archiving, review, and establishment)
 - Maintenance of asset registers
 - Document preparation
 - Business/ Financial Systems review
 - Data entry
 - Operations manual development
 - Membership review
 - IT reviews and support
 - Submission writing and fundraising
 - Grant search and preparation
 - General administration
 - Event Management

ADMINISTRATION

- Ensure that the administrative requirements of WACOSS are met to meet the project objectives
 - Management of files in accordance with WACOSS policies and information management system

OTHER DUTIES

- Other duties as required

SELECTION CRITERIA

ESSENTIAL SKILLS

- Previous experience working in the area of expertise
- Excellent verbal and written communication skills
- Excellent record management skills
- High-level organisation skills with strong attention to detail
- High level computer skills including proficiency in word processing, powerpoint, spreadsheets, database management and the internet, with the ability to quickly acquire skills in other desktop applications

ATTRIBUTES

- Ability to work in a changing environment and to contribute positively to the change process
- Ability to use initiative and work effectively with minimal supervision
- Personal values align with the community and not for profit sector

OTHER

- Current Police clearance
- Current 'C' class drivers licence