



MULTICULTURAL
COUNCIL of *TASMANIA*

Position Description

Position Title:	Project Officer – Northern Tasmania
Classification:	SACS Modern Award (Level 3.4 – \$29.23 per hour)
Salary:	Pro rata in accordance with the Award
Conditions:	Fixed term (2 years), part-time - 16 hours per week (plus some additional hours around Harmony Week in March, to be negotiated)
Reports to:	Chief Executive Officer
Responsible for:	

- **The effective operation of the Multicultural Council projects in Northern Tasmania**
- **Support and promote multiculturalism and social cohesion across Northern Tasmania**

The Multicultural Council of Tasmania works to improve the access of culturally and linguistically diverse Tasmanians to the social, economic and political life of where they live.

We are running a new project to support local government to be more involved in services and creating a welcoming environment for new arrivals to Tasmania. We also coordinate and oversee the Harmony Week celebrations in Tasmania. This is a new position and would implement these projects in northern Tasmania and to a lesser extent in the North-West also.

Summary of Key Tasks

Project Coordination	Work with Local Governments, Multicultural Council member groups and project partners to participate in the Welcoming Cities and Harmony Week projects. Work with the CEO, the Board and project partners in northern Tasmania to design and implement a range of initiatives and actions to meet the project KPIs. Competently monitor and report on the project outcomes to the MCOT Board and funders.
Writing about the projects	Write and present content for correspondence, training events, newsletters, social media, website and reports.
Communications and engagement	Engage in discussions with a wide range of people about multicultural and social cohesion issues related to the projects, including members of diverse communities, project partners, local government representatives, media and other stakeholders

	Building relationships with migrant communities, local governments and other organisations that can help to advance MCOT projects
Organising and logistics	Liaise with project participants and partners to arrange training, forums and events. Be able to deal with special needs, transport, venues, attendance catering etc.
Capacity building	Assist training and capacity building initiatives

SELECTION CRITERIA

- A tertiary qualification in the social sciences, community development, public policy or other relevant qualification is desirable.
- Demonstrated experience in planning and coordinating community projects
- Ability to manage multiple tasks and to coordinate projects with limited supervision
- Experience in working with people from culturally diverse backgrounds.
- Experience working in local government or related areas is an advantage.
- Excellent written skills and ability to prepare reports.
- High level skills in developing and maintaining relationships and partnerships.
- Ability to work with website programs, Mail Chimp and all social media tools would be an advantage

Also essential:

- The successful candidate must hold a Tasmanian Driver's License.
- Access to a fully registered vehicle for regional Tasmanian travel is required.
- The successful candidate must have the right to work in Australia.