



Position Description

Position Title:	Project Support Worker –Sector Capacity Team
Position Type & Hours:	38 hours per week. Ongoing position subject to funding. Individual Employment Contract – Level 4.1 SCHADS
Position Reports to:	Manager of Sector Capacity
Direct Reports:	Nil

Organisational Context

Q Shelter is a peak body for the housing and homelessness sector and was incorporated in February 1993. Q Shelter is funded by the Department of Housing and Public Works, other government bodies as well as by members and service providers to deliver a range of policy, capacity building, organisational and sector development activities.

Q Shelter currently plays an important role delivering projects to assist in the implementation of the Queensland Housing Strategy 2017-2027 and associated three-year Action Plan.

Key Q Shelter activities include development and delivery of capacity building products and services, sector engagement at senior and operational levels, policy and advocacy work, and consultancy work with individual providers.

Q Shelter is a member-based organisation, overseen by a Management Committee and governed by Queensland Shelter Incorporated Rules (2016).

Important qualities

Candidates will be interested in contributing to housing solutions and homelessness responses. The successful candidate will be enthusiastic about understanding the sector and will want to contribute to sector and workforce development. Q Shelter is seeking a team player who is enthusiastic and interested in developing their capabilities to support project and program outcomes. Candidates will enjoy working on a succession of projects depending on funding sources, contracts and sector needs and will work in a flexible and agile way.

Project management skills are required to take each idea from concept to successful implementation. The successful candidate will have a positive attitude with clear verbal and written communication.

Approved by:	Manager of Organisational Support	Date:	April 6 th 2020
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Role Specification

About the role

This role is focussed on:

- Supporting projects and programs that build sector capacity
- Assisting with a sector workforce development plan and strategies for capacity development
- Contributing to research on housing and homelessness policy and strategy and needs of the sector
- Assisting with stakeholder engagement and communications.
- Contributing to a team playing a critical role in delivering a funded Work Plan including projects focussed on sector growth, development, partnerships and engagement.

Roles and responsibilities

Project support

- Provide support for the development and implementation of products and services to build capacity and capabilities of the sector consistent with Q Shelter's Work Plan
- Assist with development of information, communications products, surveys, data collection and analysis, to identify workforce learning and development needs of the sector
- Under supervision lead the development and or implementation of selected projects
- Assist with activities associated with the sector Workforce Development Plan
- Provide support to other projects, activities as allocated by the Manager.

Communication and engagement

- Contribute to communications to build or expand regional networks
- Assist with activities for Q Shelter's sector engagement strategy and Work Plan
- Represent Q Shelter in stakeholder forums and meetings.
- Assist communications with peak bodies and sector stakeholders to improve understanding of Q Shelter

Collaboration

- Contribute to a high-performing and safe-to-experiment Q Shelter team
- Participate in personal and professional development
- Actively contribute to team meetings and planning days.

Research and writing

- Contribute to researching funding possibilities to support Q Shelter's work in enhancing sector capacity
- Assist with preparation, writing and submitting applications and proposals
- Research workforce learning and development opportunities and solutions for the sector
- Contribute to research and preparation of policy papers and documents in response to Queensland Government policies and the Q Shelter Work Plan
- Acquire knowledge of the sector and apply that knowledge to the delivery of services and products.

Events

- Lead or assist with the design and implementation of events.

Key Stakeholder Relationships

- The Department of Housing and Public Works and other funding bodies
- Affordable Housing and homelessness organisations operating in Queensland
- Q Shelter members, potential members and other sector stakeholders
- Q Shelter Management Committee
- Q Shelter team.



Key job requirements

Qualifications

- Tertiary qualifications in human services, business or other relevant discipline

Experience

- Relevant experience in a human services or an allied area as a volunteer or by work experience
- Relevant work experience showing the ability to learn in a similar work environment
- Demonstrated project management experience, including developing project plans, managing time, cost and resources and providing regular project status updates.
- Ability to quickly acquire understanding of, the operating environment, context and governance requirements for the sector
- Experience in using Microsoft applications.
- Experience with event management software is highly desirable (e.g. CVENT, EventsAIR).

Role requirements

- The successful candidate may be required to travel within Queensland from time-to-time
- The successful candidate is required to undergo a criminal history check.

Key criteria

1. Housing and homelessness sector experience and capability

- Experience or demonstrated interest in the policy, program and service delivery context with an understanding of the human services operating environment.
- Experience in or understanding of sector and workforce development issues

2. Communication, research and writing

- Ability to conduct research and/or research experience.
- Clear and effective written and verbal communication.
- Effective interpersonal skills.

3. Collaboration and engagement

- Ability to work collaboratively with a team.
- A proven track record in working to effectively engage internal and external stakeholders.

4. Project Management

- Experience in project or program management.
- Capacity to be self-directed and to progress implementation of key work priorities.

5. Event Logistics

- Capability in researching and organising event logistics, travel and accommodation, venues, catering and end to end collateral documentation such as run-sheets and guides.

How to apply:

Please provide a relevant CV with a two-page letter addressing the key criteria.

Please include at least two recent referees.

Please send your application to recruitment@gshelter.asn.au and call 07 3831 5900 if you need more information.

Please note:

- Applications are due no later than: 10am on 16th April 2020
- Applications that don't address the criteria will not be considered.