

Western Australian Council of Social Service Position Description

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| Position Title | Community Relief Outcomes Measurement Project Lead |
| Classification Level | SCHADS Industry Award 2010 WACOSS Staff Agreement 2024 Salary Scale 4 2.5 days/week fixed term contract for six months with possible extension |
| Salary | \$110,036 (pro Rata) +12% Superannuation |
| Reporting line and roles under direct responsibility | Reports to Manager for Social Policy and Projects |

ORGANISATIONAL CONTEXT:

The Western Australian Council of Social Service is the peak body of community service organisations and individuals in Western Australia. WACOSS stands for an inclusive, just and equitable society.

As the peak body for the Western Australian community service sector, we believe that communities flourish where people are given the opportunity to contribute and create. We are committed to enabling and leading change that supports healthy, active and inclusive communities.

To create equitable and empowered communities WACOSS works with its members to advocate with and on behalf of those who are the furthest from levers of power and influence, to amplify their concerns and seek justice, to create a society that genuinely works for the benefit of all.

WACOSS is part of a national network consisting of ACOSS and the State and Territory Councils of Social Service, who assist people on low incomes and experiencing disadvantage Australia wide.

KEY PURPOSE:

Build a community service sector-owned evidence base for community relief to:

- improve the impact of community relief services in reducing poverty and inequality; and
- drive policy that empowers community members experiencing financial hardship.

| KEY DUTIES AND RESPONSIBILITIES | |
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| Data Collection and Reporting | <ul style="list-style-type: none"> • Lead data collection in partnership with the community sector through a range of different methodologies. • Oversee project timelines and ensure collection targets are met • Collate and analyse key datasets • Maintain key datasets • Produce quarterly reports on a range of metrics • Prepare and conduct an annual sector survey • Analysis and prepare report on results • Provide key stakeholders and decision makers with data analysis. (i.e Lotterywest, Gov and community sector) |
| Sector Support | <ul style="list-style-type: none"> • Provide basic support to organisations undertaking data collection, including responding to requests for support. • Provide the sector with tools to assist with data collection. • Build sector capacity for outcomes measurement and evaluation. • Support with the development of communications which promote data measurement and evaluation within the community sector. |
| WACOSS | <ul style="list-style-type: none"> • Participate in team meetings, the development of strategic and operational plans and other internal processes as required • Demonstrate commitment to WACOSS Vision, Purpose and Values • Take reasonable care for own safety and health at work and avoid harming the safety and health of other people through any act or omission at work |
| Other duties | <ul style="list-style-type: none"> • Other tasks as appropriate, relevant and directed |

Selection Criteria

Essential

- Experience in outcomes measurement and evaluation
- Advanced data collection and database management skills
- Excellent interpersonal, relationship building and stakeholder management skills with the proven ability to engage with not for profits
- Excellent written and verbal communication skills
- Ability to work independently, flexibly and use initiative to problem solve in a fast-paced and changing work environment
- Excellent computer, organisation and administration skills
- Relevant tertiary qualification
- Current Police Clearance
- An ability to support and operate within the WACOSS Mission, Purpose and Values

Desirable

- Experience in the not for profit/non-government sector
- Relevant tertiary qualification in business or similar
- Current drivers licence

WACOSS supports and celebrates diversity in the workplace. Applicants from diverse backgrounds applicants encouraged to apply.

Authorisation

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