

## Position Description: Programs Officer

<b>Position Title:</b>	Programs Officer
<b>Area:</b>	Programs
<b>Supervisor:</b>	Manager, Programs
<b>Number of positions that report to this role:</b>	None
<b>Hours:</b>	35 hours per week. Some after hours and weekend work may be required, particularly in the lead-up to and during programs. Flexible working arrangements may be considered. The successful candidate must be able to work full-time and additional hours during December and January. Some travel interstate overnight may be required.
<b>Terms:</b>	Fixed term contract of 12 months, with the possibility of extension
<b>Salary:</b>	\$65,000 per annum, plus superannuation (currently 9.5%)
<b>Location:</b>	NYSF office, 56 Mills Road, Acton ACT. Occasional interstate and/or international travel may be required to support NYSF programs.

### About the National Youth Science Forum

The National Youth Science Forum (NYSF) is a national not-for-profit charity that has operated for over 38 years. One of Australia's most well-known STEM outreach organisations, the NYSF inspires students to pursue a range of science, technology, engineering and maths (STEM) study and career options. More information regarding the activities of the NYSF is available at [www.nysf.edu.au](http://www.nysf.edu.au) and across our social media channels.

We currently have 7 full-time and two part-time team members and engage casual staff where required. The NYSF comprises of three teams: Programs, Partnerships and Alumni, Marketing and Communications, and Corporate Services. The NYSF team is led by CEO Dr Melanie Bagg and supported by a highly regarded Board.



## About the Position

Working in a small team, the Programs 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 NYSF Year 12 Program and the related NYSF Connect Program follow-up events, the Student Staff Leadership Program, and the STEM Explorer Program for years 7 and 8 students.

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

While Programs 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 (35 hours), 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 and some extra hours during December and January.

We may use this recruitment round to create a merit list for future opportunities at the NYSF.

## Duties

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

- Assist with coordinating the planning, delivery, and evaluation of key aspects of the NYSF's programs. Tasks include producing program plans, liaising with key stakeholders, developing program content and evaluating programs once they have concluded. Depending on workloads and peak periods the role may also involve some 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 and conference planning would be highly regarded.
3. Proven project coordination skills, including the ability to successfully plan, execute and evaluate small to medium scale projects within tight deadlines.
4. Demonstrated good time management skills and the ability to prioritise tasks and work to tight deadlines.
5. Excellent interpersonal and communication skills – demonstrated experience in communicating with a wide range of people and building and maintaining relationships with stakeholders.
6. Proficiency in the use of computer-based applications including Microsoft Office programs and online cloud-based platforms such as Eventbrite, Events Air and SurveyMonkey. Experience in using Salesforce or other customer relationship management (CRM) systems or similar databases would be highly valued.
7. A current Working with Vulnerable Persons registration, or the ability to obtain registration before commencing in the position.
8. A current unrestricted driver's licence.

## Desirable

1. Experience working in non-profit organisations.
2. Experience with online conference management software.
3. Current first aid certificate.

## How to Apply

Applicants should provide the following:

- Up to date CV with contact details of at least two referees, one of which should be the current/most recent employer.
- A cover letter of not more than three pages including a statement to explain how the candidate meets the key eligibility criteria. Applications should be sent via email to [nysf@nysf.edu.au](mailto:nysf@nysf.edu.au) and must be received by 16<sup>th</sup> May 2021.

For further information on this role or to arrange an informal conversation, please contact Melanie Tacey, Corporate Services Manager, National Youth Science Forum: [melanie.tacey@nysf.edu.au](mailto:melanie.tacey@nysf.edu.au).