

Position Description – Project Officer

Meaningful Ageing Australia is the growing national peak body for spiritual care and ageing. We create high quality, practical resources for organisations, run workshops, and advocate for spiritual care to be included in all care settings. We are registered with the Australian Charities and Not-for-Profit Commission.

Aspiration: For meaning, purpose and connectedness to be part of every ageing journey

Mission: To enable access to high quality pastoral and spiritual care for all older people in Australia

Values:

Wisdom

Through reflection, learning and openness to growth we gain a deep understanding of the diverse pastoral and spiritual needs of older people.

Collaboration

Through respectful collaboration we expand our influence so that older people will flourish.

Engagement

Through being truly present with others, we honour the intrinsic value of every human being.

Role Purpose

The Project Officer is a flexible and responsive position, supporting the success of Meaningful Ageing with key projects, member engagement, events and other duties as required.

Position specifications

Key Accountabilities

1. Develop publication standard materials for use by members and others.
2. Provide support for general operations.
3. Successful delivery of workshops and events in partnership with members and others.
4. Development and maintenance of Peer Support Networks.
5. Be an ambassador for Meaningful Ageing Australia amongst potential and current members and other stakeholders.

Key Tasks

1. Develop publication standard materials for use by members and others.
 - Adapt or create clear and engaging material including but not limited to guidelines, handbooks, newsletters, blogs and posters
 - Use contemporary research and practice of spiritual care, focus on the opportunities and challenges of ageing, and align with the National Guidelines for Spiritual Care in Aged Care
 - Work collaboratively with members and other experts
 - Link content to other Meaningful Ageing Australia resources
 - Tailor content to different audiences
2. Provide support for general operations.
 - Annual member survey
 - Knowledge management and communications follows agreed processes (e.g. Zotero, OneDrive and Sharepoint)
 - Website management is prompt and content is accurate
3. Successful delivery of workshops and events in partnership with members and others.
 - Seamless processes for all stakeholders including sponsors, Educator, host
 - Agreed minimum attendees at all workshops

Position Description – Project Officer

<ul style="list-style-type: none"> Evaluations reflect an intention for change in practice, participants inspired and engaged Manage all administrative processes associated with the event including promotions
<p>4. Development and maintenance of Peer Support Networks.</p> <ul style="list-style-type: none"> Support to ensure the success of all existing network groups Minimum of twelve new networks started each year
<p>5. Be an ambassador for Meaningful Ageing Australia amongst potential and current members / other stakeholders.</p> <ul style="list-style-type: none"> Attendance at trade displays Clearly communicate in an accurate, friendly and timely manner with all stakeholders

Person specification

Key selection criteria	
	<ul style="list-style-type: none"> Demonstrated contemporary knowledge of spirituality, high quality spiritual care and links with opportunities and challenges of ageing Experience in planning and evaluating successful projects Outstanding written communication skills including research, resources development and report-writing to publication standard Small and large events planning Capacity to work effectively with a small, largely part-time and dispersed team including volunteers Outstanding organisational and time management skills Evidence of ability to persist and maintain resilience in the face of hurdles Demonstrated success managing multiple stakeholder relationships ranging from government to service providers to individuals Evidence of strong commitment to business success Ability to work autonomously and responsively as required Willingness to play e.g. Experiment with new approaches and ideas

Qualifications	
Essential:	<ul style="list-style-type: none"> Tertiary qualifications in humanities
Desirable:	<ul style="list-style-type: none"> Qualifications in spiritual care, project management, communications, adult education

Other	
Essential	<ul style="list-style-type: none"> Confident in use of Microsoft Word, PowerPoint, Outlook
Desirable	<ul style="list-style-type: none"> Experience working in pastoral / spiritual care Knowledge of aged care organisations Capable in OneDrive, Sharepoint, Salesforce, Canva, Articulate360, Zoom, Eventbrite, Facebook, WordPress, Excel

Position Description – Project Officer

DECLARATION	
Essential	My position description has been explained in detail and I understand and accept the accountabilities as outlined.
Employee	Name: Signature: Date: / /
Meaningful Ageing Au	Name: Signature: Date: / /