

PROJECT OFFICER – SOCIAL ENTERPRISE

Department:	Executive		
Salary:	\$68,104 (pro rata for part-time)	Classification Code:	HAO Grade 2
Award/Agreement:	Victorian Stand-Alone Community Health Services (Health and Allied Services, Managers and Administrative Officers) Multiple Enterprise Agreement 2018-2022		
Position created:	December 2020	Date Reviewed:	November 2021

THE ORGANISATION

Sunraysia Community Health Services (SCHS) is a source of primary and preventive care for our community members who are at risk of poor health outcomes, and experience acute health disparities. SCHS understands the influence of the Social Determinants of Health upon health inequities experienced by community members. The centrepiece of care at SCHS is a care coordination approach, that identifies and attempts to address the SDOH for clients, work with consumers and community members, to structure their care around the context in which they live and work.

THE PROGRAM

Since 2018, Sunraysia Community Health Services (SCHS) has supported youth who are disengaged from employment and education through the community led program HomeBase. To further enhance the success of this initiative, SCHS is committed to pursuing innovative ways to support young people in our community to grow and position them for a successful future, through focus and support on their employment prospects.

SCHS social enterprise is dedicated to providing a supported pathway to employment and/or further education for participants through the provision of education and training - onsite training and the establishment of peer to peer learning, combined with social support, industry training and employment opportunities to youth.

Participants will engage in the daily operations of the enterprise, including business planning, product design, production, sales and distribution.

POSITION PURPOSE

The Project Officer – Social Enterprise position is responsible for overseeing the successful planning and implementation of the HomeBase Youth Social Enterprise program. Implementing systems and procedures required to build a sustainable program, including working with key internal and external stakeholders and embedding the program within the community.

Key skills include:

- Sound planning and organisational skills.
- Demonstrated knowledge of and experience in leading and managing in a social enterprise or small business environment.
- Developed interpersonal and communication skills.
- Ability to work with and relate to a diverse group of young people.

The position will support and facilitate the implementation of the social enterprise and take responsibility for the day-to-day commercial and operational functions. This will include regular weekend work.

The Project Officer will work with project stakeholders to develop the long-term sustainability and financial viability of the social enterprise.

PRIMARY OBJECTIVES

KEY SELECTION CRITERIA

- Relevant qualification or demonstrable equivalent experience in social enterprise, managing commercial operations and/or project management.
- Qualifications in Certificate IV in Community Service or Youth Work or demonstrable equivalent experience in community-based programs or industry.
- Food handlers of Food Supervisor qualification or a willingness to obtain this.
- Demonstrated experience in coaching, training and developing people and teams, in particular youth.
- Demonstrated ability to work autonomously and in collaboration with others to develop and sustain services.
- Highly developed problem solving skills including the ability to analyse issues from different perspectives, identify and implement workable solutions.
- Demonstrated experience in budget management and analysing results and to improve commercial outcomes.

SPECIFIC ACCOUNTABILITIES

- Works collegially with the Academic and Research Officer.
1. *Strategic development*
 - Develop a strategic plan that will clearly articulate the mission, vision, objectives, implementation and sustainability strategies, and evaluation methods.
 - Develop a skills framework to be embedded within the social enterprise program.
 2. *Business development*
 - Anticipate and devise business proposals which outline growth strategies and plans, demonstrating a knowledge of possible business products and value proposition.
 - Lead the implementation and development of a social enterprise business, including concept testing/piloting, in consultation with the Social Enterprise Advisory Group, Executive and Senior Management Team and youth.
 3. *Lead the operation of social enterprise* piloting and scaling, and all associated activities including:
 - Develop the long-term sustainability and financial viability of the social enterprise with a view to maximise social purpose
 - Develop partnerships with appropriate businesses and community stakeholders whilst managing and retaining relationships with existing and new clients
 - Quality control and compliance
 - Coordinating volunteer participants
 - Managing supplier relationships
 - Administration and finance requirements in line with SCHS processes.
 - Stock control
 - Equipment maintenance
 - Ensuring functioning Point of Sale exist
 4. *Evaluation*
 - In consultation with the Academic and Research Officer, develop and implement program monitoring and evaluation plan.
 5. *Youth Development*
 - Select youth participants for inclusion in the social enterprise.
 - Provide initial and on-the-job training to participants.
 - Provide guidance, support and mentoring to participants.
 - Embed, implement and evaluate the skills framework.
 - Monitor health and safety in the workplace and ensure strong health and safety culture for participants.
 - Budget Development.
 - Assist with preparation of operational budget for the social enterprise and monitoring expenditure within budget.
 6. *Communication and reporting*
 - Provide prompt, relevant and accurate statistical data and reports as designated by management and funding agreement requirements.

- Provide verbal reports and/or presentations as required.

7. *Organisational*

- Lead and exemplify a healthy and safe working environment, modelling and promoting ethical behaviour and practices.
- Operate, adhere to and demonstrate organisational Mission, Vision and Values.
- Other reasonable duties as directed.

**CONDITIONS OF
EMPLOYMENT**

1. New employee Probationary

New employee appointments are subject to a probationary period of six months. Ongoing employment will be subject to successful performance during this time.

2. Organisational Behaviour

All employees are required to abide by organisational policies and procedures, SCHS Code of Conduct and Values, relevant standards, codes of practice as well as various legislation both state and federal including but not limited to OH&S act, Drugs, Poisons and Controlled Substances Act, Public Health and Wellbeing Act, Privacy Act and Health Records Act.

3. Professional Standards

All qualified and Nationally Registered professionals are to respect and act in accordance with the laws of the jurisdictions in which they practise. Any professional bodies Codes of Conduct / Ethics / Standards should be interpreted with reference to these laws. The code is not a substitute for requirements outlined in the National Law, other relevant legislation, or case law. Where there is any actual or perceived conflict between the code and any law, the law takes precedence. The Codes / Standards should also be interpreted with reference to, but not necessarily in deference to, any organisational rules and procedures to which health professionals may be subject.

4. Continuous Improvement & Safety

All employees are required to contribute effectively to SCHS quality management and safety systems by assisting with monitoring and evaluating activities and mechanisms, identifying opportunities for improvement and correcting problems to improve customer care services and experience.