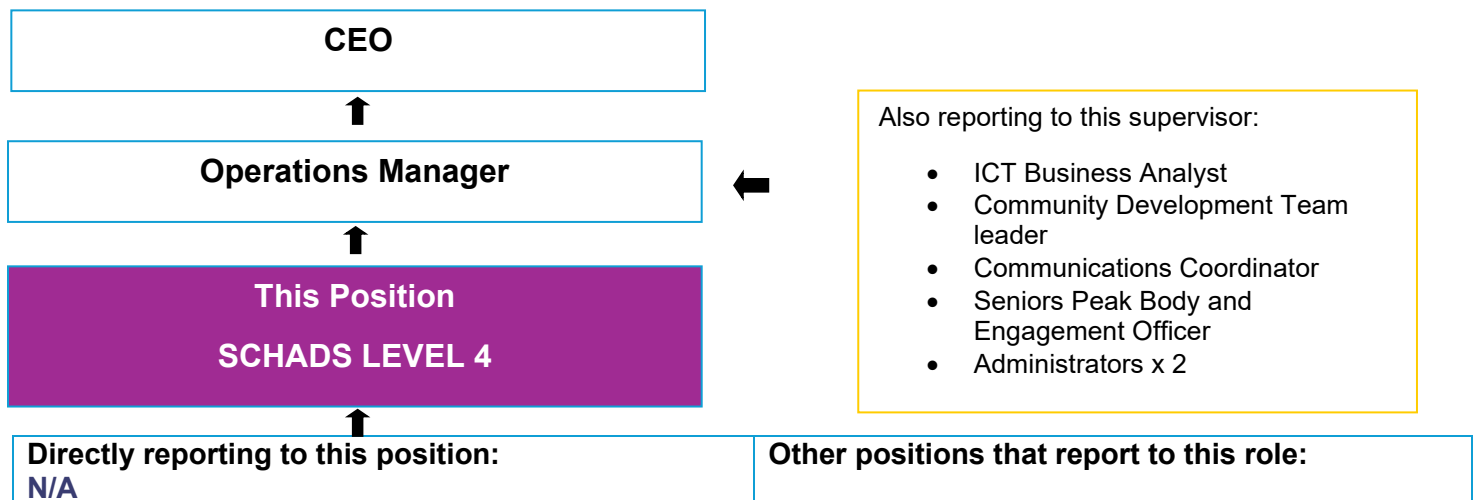


Job Description

Project Coordinator (Wiser Driver Program)

Reporting Relationships



Organisation

Advocare is a leader in addressing the rights of older people and elder abuse. For over 30 years we have proudly helped older Western Australians access the right supports, information and protections available to them.

Team

You are a key part of the Advocare team dedicated to serving older people within Western Australia. One element of our entire Advocare Team has in common, is the belief in Social Justice – that human rights do not diminish with age.

Position

The Project Coordinator will support the delivery of the Wiser Driver Road Safety Program, a partnership initiative funded by the Road Safety Commission and designed to improve awareness, confidence and safe road-use decision making amongst older drivers across Western Australia. Building on extensive consultation and research undertaken during Year 1 of the project, the Project Coordinator will coordinate the development, delivery and evaluation of the "Driving Forward" education program and support the creation of digital resources for older drivers, families, carers and support networks. Working under the direction of the Operations Manager, the Project Coordinator will organise stakeholder engagement activities, coordinate pilot workshops, support resource development, maintain project documentation and contribute to project reporting requirements. The role will work collaboratively with community organisations, older people, volunteers and key stakeholders to ensure project objectives are achieved within agreed timelines.

The position focuses on project coordination, stakeholder engagement, administration and community education activities that contribute to improved road safety and mobility outcomes for older Western Australians.

Our Vision, Purpose and Values

Reflecting our organisational values in every aspect of your role is integral.

Our Vision

A society where older people are safe, empowered and cherished.

Our Purpose

To transform lives and communities through education, collaboration and advocacy, supporting older Western Australians to live the lives of their choice.

Our Values

Integrity - We will act with integrity to support an environment of honesty, confidentiality and mutual trust.

Empowerment - We will work with you to ensure you are well informed to make your choices and we will also advocate with and for you.

Social Justice - We are here to protect the rights of older people. Human rights do not diminish with age.

Equity - We will support all older people, respecting the diversity of our community.

Accountabilities

Your specific accountabilities include these aspects.

Organisation

- Actively engage and contribute to Advocare's vision, purpose and values.
- Ensure own compliance with internal policies and procedures including: The Advocare Code of Conduct, Workplace Health and Safety legislation including any regulations or Codes of Practice, the *Disability Services Act 1986* (Cth), and the *Equal Opportunity Act 1984* (WA).
- Shows compassion to clients by providing service excellence aligned to the level of responsibility.
- Effectively represents Advocare in external forums and partnership meetings, within the context of role.
- Provides high quality verbal and written reports as requested by the Chief Executive Officer, Board and funding bodies.
- Maintains appropriate records and documentation consistent with the relevant policies and instructions of Advocare.
- Actively collaborate and support all Advocare programs to achieve our shared goals and meet contractual objectives, fostering a unified approach across the entire organisation.
- Undertakes training/professional development and shares learning.

Team

- Respects others within a professional setting, including for their own choices.
- Participates in team meetings, team building, planning and development discussions, evaluations, supervision sessions, training sessions, and review activities, leading these activities where required in the context of your role.
- Identify opportunities for improvement and liaise regularly with other staff within Advocare to foster a culture of continuous improvement.

- Develops and maintains networks within your professional capacity, to both grow your capability and to further the objectives of Advocate.
- Provide any other support required for the team, utilising your capability and capacity.

Position duties and responsibilities.

- Coordinate delivery of the Wiser Driver Project in accordance with approved project plans, funding requirements and agreed timelines.
- Build and maintain effective relationships with older people, community groups, stakeholders and partner organisations across metropolitan and regional Western Australia.
- Undertake desktop research to develop and coordinate delivery of the Driving Forward education workshops and related community engagement activities.
- Coordinate project logistics including venue bookings, participant registrations, resources, travel arrangements and event administration.
- Support the development, review and distribution of educational resources, participant workbooks and digital content.
- Assist with the development of Wiser Driver digital content and online resources for older drivers, families and carers to be incorporated into the Everyday Safer Website
- Collect, record and maintain accurate stakeholder, participant and project data, ensuring records are current and complete.
- Gather participant feedback and evaluation information to support continuous improvement and project reporting requirements.
- Prepare reports, correspondence and project documentation, including contributions to quarterly and final project reports.
- Undertake regional travel and other duties as required to support successful project delivery and achievement of project outcomes.
- Maintain clear and accurate progress notes to support reporting in regular partnership meetings with the Road Safety Commission and internal stakeholders.
- Perform other duties as required to support successful project delivery, consistent with the Project Agreement and evolving project needs.

Specific Requirements

Pre-requisite Criteria	essential	optional
Tertiary qualification in a relevant discipline such as, business, project management, community work or equivalent experience.	☒	☐
Willingness to travel to across metropolitan and regional WA with some overnight stays	☒	☐
National Criminal Record Screening Clearance (Less than 3 months old)	☒	☐
Medical and fitness for work	☐	☒
C or CA Class Driver's License	☒	☐

Work Related Requirements

<i>Essential</i> • Confident and passionate individual with demonstrated experience delivering community education, engagement, outreach or awareness programs • Demonstrates knowledge and understanding of project management concepts and processes and experience in project management. • Experience coordinating community projects, events, programs or initiatives, including planning activities, managing logistics and meeting agreed timelines • Strong organisational and administrative skills with the ability to manage competing priorities and maintain accurate records. • Demonstrated high level communication skills, with highly developed written and verbal communication skills, including the ability to produce a broad range of quality written material for a variety of stakeholders. • The ability to work well within a small team with minimal supervision.

Signing Page

Approved by		Date	
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Review and discuss Role Expectations:

Manager		Date	
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Employee		Date	
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