

PROJECT COORDINATOR (WISER DRIVER PROGRAM)

0.7 FTE SCHADS level 4 (\$92,286 – 97,132) PRORATA + super + salary packaging + additional paid Christmas leave.

- *Are you passionate about transforming lives through creating trusted and meaningful connections using trauma-informed practice?*
- *Are you a great communicator and passionate about advocacy and human rights?*
- *Do you have experience coordinating projects, engaging with stakeholders, and building effective relationships with community organisations and service providers?*

Then keep reading – we may be looking for YOU!

About the role

This is a **12-month fixed term position contracted to 52.5 hours per fortnight** within a purpose-driven team. 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. 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.

About the right candidate

At Advocare the right skills are equally as important as the values we share

We are looking for someone who can meet the following work-related requirements:

- Tertiary qualification in a relevant discipline such as, business, project management, community work or equivalent experience.
- 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.

About us

Advocare is a leader in addressing the rights of older people and elder abuse. We empower older people by giving them information and choice so they can make informed decisions and can live the life they want on their terms. Our values ***Integrity, Empowerment, Social Justice and Equity*** are at the heart of everything we do.

Why choose us?

We are a not-for-profit whose leadership team have a shared vision that is delivered through a dedicated team of people championing the rights of older people; while genuinely living our values We have a few additional perks too:

- Salary packaging
- Flexible work arrangements
- Additional paid leave between Christmas – New Year, plus 2 additional Wellness Days after your one-year anniversary, and
- Working every day with a team of passionate, like-minded people

Heard enough? Want to apply?

Send us your **CV** and cover letter to people&culture@advocare.org.au outlining why this sounds like the role for you and addressing the **Essential Work-Related Requirements** as above.

Applications will close 31 August 2026. We reserve the right to make an offer to an applicant prior to closing date. This role is open now, so the sooner we find the right person, the better! If you would like copy of job description, please access the link through the website: www.advocare.org.au

Advocare values a diverse workforce with different life experiences, skills and backgrounds, including people with disability, Aboriginal and Torres Strait Islander people, LGBTQIA+ and people from all cultural and linguistic backgrounds. Don't hesitate to reach out if you need a hand with your application.