

Part Time Project Officer

- Castlemaine Location
- P/t – 2 days per week contract role for 3 months

The Opportunity

An exciting opportunity for a Project Officer to support Castlemaine District Community Health in the delivery and implementation of volunteer activities, community projects, marketing and communications and grant applications.

You will work alongside staff and volunteers to deliver programs and projects. This role will suit experience with project management and working with volunteers as well as leadership, stakeholder management and strong communication and writing skills.

What you'll need to succeed

We are looking for someone with:

- Demonstrated experience in project management including ability to plan, implement and evaluate projects within expected timelines preferably within a health setting.
- Ability to manage, communicate and engage effectively with a variety of stakeholders including volunteers.
- A positive and organised approach to projects combined with a strong work ethic.
- Experience in review and development of policies and procedures.
- High level communication, interpersonal and negotiation skills and the ability to develop grant applications.

What you need to do now

To apply, please send a copy of your resume along with a response to the selection criteria to Jan-Page Appleby (jpage-appleby@cdch.com.au).

For a copy of the PD and further information please call 03 5479 1035.

All applications for the position should be submitted by Wednesday 3 October 2018.