



Campaspe Cohuna Local Learning & Employment Network (CCLLEN)

POSITION DESCRIPTION

Position Title: Project Officer – Beacon and Work Based Learning

Reports To: Executive Officer (under guidance of Project Coordinator – Programs and Partnerships)

Location: Echuca Office (travel required across Campaspe and Gannawarra Shires)

Employment Type: Part Time (30 hours per week) – Fixed Term: January 2026 to 31 December 2026

Classification: State Government Agencies Administration Award 2010, Level 6A–6C (commensurate with experience)

Purpose of the Position

The Project Officer supports the delivery of Beacon and School to Work initiatives, engaging directly with young people, schools, employers and community partners to strengthen education-to-employment pathways. The role contributes to positive youth engagement outcomes while enhancing CCLLEN's visibility and community engagement through digital communication.

Key Objectives

- Deliver Beacon program outcomes in partnership with local schools, employers and the Beacon Foundation.
- Support delivery of School to Work (CFA) outcomes under the guidance of the Project Coordinator.
- Contribute to effective communication and community engagement through digital media and storytelling.
- Foster positive relationships with young people, schools, employers and community stakeholders.

Key Responsibilities

- Coordinate and deliver Beacon program activities, including Student Leadership, Business Breakfast, Pledge and Mock Interview events.
- Engage directly with young people in schools to support participation and confidence - building through program activities.



- Support the Project Coordinator in implementing School to Work deliverables and reporting under the DE CFA framework.
- Assist with organising career events, work experience placements, and industry engagement activities.
- Collect data, case studies and evaluation material to support program monitoring and reporting.
- Develop and share engaging content across CCLLEN's digital platforms, including social media (Facebook, LinkedIn), website updates, newsletters and event promotion.
- Capture and produce basic media (photos, short videos) to highlight program achievements and student participation.
- Maintain strong working relationships with schools, employers, and community partners to promote participation and collaboration.
- Ensure compliance with CCLLEN policies including Child Safe Standards, OHS, and Equal Opportunity requirements.
- Contribute to a positive, professional and collaborative team culture.

Key Selection Criteria

1. Strong written and verbal communication skills, including confidence engaging with young people and community members.
2. Demonstrated experience working with youth or within school/community programs.
3. Very high computer literacy – proficient in Microsoft Office, Canva and social media platforms.
4. Ability to create engaging social media and digital content aligned with organisational values.
5. Strong organisational and time management skills with attention to detail.
6. Ability to work collaboratively within a small, flexible team and take initiative when required.
7. Current Working with Children Check, Driver's Licence and willingness to obtain and maintain a current National Police Check (Victoria).

Additional Information

Employment is subject to continuation of government funding.

CCLLEN policies and procedures apply to all staff.

Some work outside normal office hours may be required, with time in lieu arrangements as per policy.

A CCLLEN mobile phone and laptop will be provided for work-related use.

Employment is subject to the satisfactory completion of a National Police Check and a current Working with Children Check prior to commencement.