



Campaspe Cohuna Local Learning & Employment Network (CCLLEN)

POSITION DESCRIPTION

Position Title: Project Support Officer

Reports To: Executive Officer

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

Employment Type: Part-time (20–30 hours per week, negotiable with successful applicant)

Term: Fixed Term – January 2026 to 31 December 2026

Classification: State Government Agencies Administration Award 2010, Level 5A–5C
(commensurate with experience)

Purpose of the Position

The Project Support Officer provides efficient administrative, communications and project support across CCLLEN programs. This role assists with coordination of activities, digital content, and event delivery while maintaining strong relationships with staff, schools, and community partners.

Key Objectives

- Provide high-quality administrative and operational support to ensure the effective delivery of CCLLEN programs and events.
- Assist with communication and digital engagement activities, including newsletters and social media.
- Support the coordination and logistics of events and youth engagement activities.
- Work collaboratively with staff, schools, employers, and community partners to promote CCLLEN programs.

Key Responsibilities

Administration and Office Support

- Provide day-to-day administrative support including reception, filing and data entry.
- Assist with scheduling meetings, preparing agendas and taking minutes.
- Maintain office systems, records management and stock control.
- Assist with basic finance tasks such as petty cash, orders and reimbursements.



Project and Event Support

- Assist with planning of events.
- Provide logistical and administrative support including scheduling, preparing materials and communicating with participants.
- Help project staff with data entry, feedback collection and basic reporting.
- Contribute to creating a welcoming, inclusive and safe environment for young people and partners involved in CCLLEN activities.

Communications and Digital

- Assist with preparing and posting content for CCLLEN's social media, website and e-newsletter.
- Draft and format newsletters and updates for schools, employers and community partners.
- Create basic visual materials and maintain consistent branding across all platforms.
- Support collection of stories, photos and updates from programs and events for use in reports and communications.
- Liaise with project staff to ensure accurate, engaging content is shared that reflects CCLLEN's work and impact.

Key Selection Criteria

1. Experience in administration or project support roles.
2. Strong organisational and communication skills.
3. High computer literacy, including Microsoft Office, SharePoint, design of social media content and platforms.
4. Ability to manage multiple tasks and work collaboratively within a small team.
5. Accuracy, reliability and attention to detail.
6. 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.

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