



## **SAAM Project Coordinator**

### **Position Description**

#### **Position Objective**

The Sexual Assault Awareness Month (SAAM) Project Coordinator reports to the CEO with the objective to plan and coordinate all activities associated with Sexual Assault Awareness Month. The role will include internal and external project coordination, for all aspects of Sexual Assault Awareness Month.

#### **The Organisation**

The Sexual Assault Support Service (SASS) is a community-based support and counselling service for those who have been affected by sexual abuse. SASS is funded by the Tasmanian Department of Communities (DoC) and by the Australian Department of Social Services (DSS).

There are four areas of operations: client services (counselling), training, administration and finance. The following values underpin the way we work: client-focus, sincerity, collaboration, and professionalism. SASS is committed to:

- Safeguarding children and young people, including mandatory reporting where required. As an employee of SASS you are required to adhere to the standards set out in our Safeguarding Children and Young People Policy with respect to keeping children and young people safe from any form of abuse.
- Maintaining a safe and healthy work environment by working safely and adhering to all policies and procedures.
- Actively participating in or providing opportunity for regular internal and/or external supervision.
- Demonstrate professional workplace behaviours at all times in accordance with SASS's Code of Conduct and adhere to organisational policies, procedures, standards and practices.

While undertaking work activities, SASS employees are considered representatives of the organization and must act in accordance with SASS' values, which can be found on our website.

## **Main Functions of the SAAM Project Coordinator**

- Coordinate all aspects of Sexual Assault Awareness Month project
- Maintain project documentation throughout, including updating & circulating project plan
- Follow up on actions to ensure timelines are met
- Communicate with internal and external stakeholders
- Plan and coordinate events in SAAM lead-up and throughout April
- Process registrations and create collateral packs for events
- Create and assist with social media campaigns, newsletters and website updates
- Coordinate wrap up and lessons learned documentation

## **Position Requirements**

### **Essential**

- Experience coordinating large scale events and programs, working with multiple stakeholders and audiences
- Proven ability to deliver projects on time and to a high standard
- Highly developed communication skills, both written and verbal, and a commitment to customer relationship management
- Strong organisational skills with the ability to prioritise
- Demonstrated ability to work collaboratively as part of a team, as well as independently
- Computer literacy with strong skills in Microsoft suite of programs, and good understanding of contemporary communication tools including EDM software
- A current Working with Vulnerable People card is a requirement of this position
- A National Police Check is a requirement of this position
- Current driver's license

### **Desirable**

- Experience in utilising data management systems and online content management tools
- Willingness to learn about issues associated with sexual assault
- Experience in a not-for-profit community-based organisation
- Experience in health promotion initiatives