



Vacancy Notice

Senior Project Coordinator (Full Time – 12 months Fixed Term)

This position will be responsible for assisting the FCS Leadership Group to implement the recommendations of the *VAHS Family Counselling Service (FCS) Redevelopment, Resourcing and Service Improvement Project* and other specific projects as directed.

The successful applicant will possess the following:

- Relevant tertiary qualifications and/or experience in project management
- Excellent writing skills and the ability to write reports, minutes, policies, procedures, MOUs etc.
- Demonstrated experience in program planning, implementation and evaluation.
- Ability to facilitate small groups and document agreements and outcomes.
- Demonstrated ability to coordinate projects with multiple components / competing priorities
- Knowledge of and demonstrated understanding of and commitment to the principles of equity, diversity and occupational health and safety.

Aboriginal and Torres Strait Islander applicants are encouraged to apply

Great salary packaging benefits (\$30,000 grossed up)

For a copy of the Position Description and Key Selection Criteria, please contact Lesley Day on (03) 9403 3300 and if you wish to find out more about the position please contact Helen Kennedy (03) 9403 3300.

Closing Date: Friday 9th January. 2015

Applicants should address the key selection criteria and state full details of qualifications and experience including referees to:

**Mr Jason B King, CEO, Victorian Aboriginal Health Service,
186 Nicholson Street, Fitzroy 3065 or email – employment@vahs.org.au**