

## Project

This document is designed to give the officers and coordinator an insight into what the position involves. It underlines the summary, duties and responsibilities of the position.

### Project Officer

#### Position Summary

The Project Officers are responsible for the management of all projects by directly working with the University Student Coordinator (USC). Officers will additionally work towards researching and documenting projects and practices. Furthermore, Officers will execute tasks and directives at the request of the Coordinator.

#### Role & Responsibilities

- Initiate, develop and implement a variety of projects
- Research, identify and maintain an innovative approach to youth centred initiatives such as empowerment, personal development and social activities
- Contribute to the design, implementation and management of all projects
- Ensure the use of project management methodologies and practices to establish and maintain consistency and quality with all projects
- Liaise and work across multiple YN departments, members, volunteers and external partners for all project needs
- Gather and analyse youth centred data to drive projects forward
- Prepare and utilise a range of documents such as reports, updates and processes to ensure effectiveness of projects

Generic role & responsibilities such as:

- Execute all tasks and directives of the coordinator, delivering quality standards on assigned projects and meet deadlines
- Engage in consistent communication through various channels
- Collaborate as a team and provide constructive feedback to ensure efficiency and productivity before, during and after projects
- Attend team meetings, engaging and participating in all agenda items
- Regular use of department calendar/s and meeting sheets

- Identify and assess potential opportunities for Youth Nexus to initiate projects that increase the scope and quality of the organisation
- To ensure the standards and principles set by Youth Nexus are adhered to in all projects

## **Project Coordinator**

### **Position Summary**

The Project Coordinator together with the University State Coordinator (USC) is responsible for leading, guiding and managing Officers with all tasks. The Coordinator and the USC is responsible for the research and documentation of projects and and practices. Furthermore, the Coordinator will support and communicate with the Officers at all times.

### **Role & Responsibilities**

Working closely with the USC, the Project Coordinator's generic role & responsibilities are to:

- Lead team duties and responsibilities, ensuring they are met and fulfilled
- Delegate and escalate tasks
- Oversee the implementation and progress of all items, tasks and strategies in all areas
- Ensure achievement of all goals and tasks
- Confirm team members are always guided and supported
- Encourage effective teamwork
- Ensure all team members have access to relevant documents and files
- Chair team meetings and regularly update meeting sheets
- Oversee and update calendar/s and meetings sheets
- Liaise and consult with project officers for appropriate actions
- Effectively communicate between the Youth Advisory Committee (YAC), state members, volunteers and project officers
- Explore and formulate new and creative ideas and strategies
- Ensure documentation and data is recorded on a regular basis
- Attend individual meetings with the President when necessary

Together with the Project Officers:

- Research, analyse, document and report on a variety of project ideas, trends and practices to improve and guide projects