

# YMCA POSITION DESCRIPTION – PROJECT OFFICER - RESEARCH AND EVALUATION

Position Title	Project Officer - Research and Evaluation		
Group	YMCA Social Impact (Y-Care South East QLD Inc.)		
Modern Award / Agreement	Social, Community, Home Care and Disability Services Industry Award 2010		
Classification Level	Level 4		
Position Status	Fixed-Term Part-Time	Child Facing Role	Blue Card Required
		✓	✓
Safeguarding Classification	Child Facing Position (CF)		
Employment Screening	National Police Check; and Working with Children Check (Blue Card)		
Reports to	Manager, Impact and Innovation or other person who may, from time to time, be nominated		
Supervises	N/A		

## Industry Sector

As the social impact arm of the YMCA, Y-Care, trades as YMCA Social Impact and exists to serve people in our community who are disadvantaged. Social Impact's programs each operate in different areas but share the common theme of assisting people overcome the challenges they face in body, mind and spirit. Services and programs managed by Social Impact fall under the following 5 focus areas: Youth and Education, Healthy Futures, Community Housing, Disability and Social Enterprise. The YMCA Vocational School operates under the Youth and Education focus area.

## Position Summary

The Project Officer - Research and Evaluation will provide a range of timely and efficient project support services to YMCA Social Impact research and evaluation projects. Specifically, the Project Officer - Research and Evaluation will be required to contribute to the design and planning of upcoming research and evaluation projects; and effectively collect, manage, and analyse quantitative and/or qualitative data collected for current projects on the effectiveness and impact of YMCA Social Impact programs.

## Duties and Responsibilities

### 1. PROJECT PLANNING

- 1.1 Assisting with the design of robust monitoring, evaluation, and Monitoring, Evaluation and Learning (MEL) frameworks for YMCA services;
- 1.2 Planning project goals and key deliverables with the Manager, Impact and Innovation;
- 1.3 Conducting information gathering and desk top research activities including reviewing journal papers and similar services located in Australia and overseas;
- 1.4 Consulting with internal and external stakeholders, including service participants;
- 1.5 Utilising information collated, develop an evidence-based theory-driven outcomes measurement framework grounded in research design methodology and completing written reports;
- 1.6 Identifying suitable data collection tools / methods (quantitative and qualitative);
- 1.7 Revising deliverables with Senior Managers and participants and amend, as required;
- 1.8 Coordinating project tasks, including desktop research, consultation with internal and external stakeholders, preparing data collection and analysis plans and regular reporting to Senior Management.

### 2. IMPLEMENTATION

- 2.1 Assisting with the implementation of Monitoring, Evaluation and Learning (MEL) frameworks, including supporting program staff to collate data and use of data for decision-making;



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- 2.2 Contribute to the training of relevant YMCA program staff, to assist in obtaining a greater collective understanding of the training and process of monitoring and evaluation;
- 2.3 Developing quantitative and qualitative data collection and storage methods that are informed by best practice;
- 2.4 Liaising with external stakeholders to collect and report data;
- 2.5 Providing ongoing support to team members to ensure valid data is collected appropriately.

## 3. ANALYSIS AND REPORTING

- 3.1 Analyse qualitative and quantitative data to produce insights on the effectiveness and impact of YMCA Social Impact programs;
- 3.2 Completing data entry and transcription in a timely manner;
- 3.3 Reviewing and analysing data using programs, including Microsoft Excel, NVivo, and Statistical Package for Social Sciences (SPSS);
- 3.4 Assisting with the preparation of verbal and written reports to external and internal stakeholders including Senior Managers;
- 3.5 Providing written and visual summaries of data analysis that interpret the data in a clear and concise manner.

## Safeguarding Children

### 1. SAFEGUARDING CHILDREN REQUIREMENTS

The status for your position as either child-facing or non-child-facing is outlined on page one of your position description. The YMCA has requirements for both child-facing and non-child-facing roles which are indicated below.

#### Child-Facing Roles

- 1.1 Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people;
- 1.2 Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect;
- 1.3 Adhere to all policies and procedures relating to safeguarding children and young people and the Safeguarding code of conduct;
- 1.4 Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws;
- 1.5 Complete a Working with Children Check (Blue Card) prior to commencement and maintain currency throughout employment;
- 1.6 Complete a National and/or International Police Check prior to employment and at the discretion of the YMCA;
- 1.7 Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures;
- 1.8 Participate in safeguarding children and young people training as directed;

#### Non-Child-Facing Roles

- 1.9 Participate in safeguarding children and young people training as directed
- 1.10 Use standardized methods for receiving and responding to feedback and complaints from children, young people and their families;
- 1.11 Any new program initiatives are to include consultation with children and young people, using standardized practices and resources;
- 1.12 Maintain a working knowledge of policies and procedures relating to safeguarding children and young people;
- 1.13 Attend any other training legally mandated by your role in relation to safeguarding children and young people;
- 1.14 Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

## General

### 2. GENERAL REQUIREMENTS

- 2.1 Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
- 2.2 Comply with all Policies and procedures
- 2.3 Maintain confidentiality of all YMCA information, records and files;
- 2.4 Complete the YMCA Induction and other required training as required by organizational policy and procedures;



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- 2.5 Uphold, promote and comply with the policies, mission and values of the YMCA;
- 2.6 Any other duties as determined by the Chief Executive Officer as required.

## Health and Safety

### 3. WHS RESPONSIBILITIES FOR ALL EMPLOYEES / VOLUNTEERS

- 3.1 Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
- 3.2 Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements;
- 3.3 Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA;
- 3.4 Report all hazards, near-misses, incidents and injuries in accordance with organization policy and procedures;
- 3.5 Wear appropriate clothing, footwear and protective equipment for the work performed and work environment;
- 3.6 Properly use equipment, including any relevant safety equipment or devices;
- 3.7 Participate in discussions and consultation on the management and resolution of WHS risks;
- 3.8 Accurately complete all required WHS documentation relevant to position and work activities being undertaken
- 3.9 Continually monitor the workplace for hazards so as to minimize the risk to both customers and staff;
- 3.10 Make suggestions for improvements to health and safety practices within the workplace;
- 3.11 Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others;
- 3.12 Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

## Key Physical Requirements

1. Walking / standing – Frequent
2. Sitting – Constant
3. Squatting/ bending/kneeling – Occasional
4. Working outdoors – Occasional
5. Fine motor skills (keying, typing) – Constant
6. Gross motor skills (e.g. setting up, packing up) – Occasional
7. Lifting/carrying up to 10kg – Occasional

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

## Position Requirements / Selection Criteria

### *Essential:*

1. Current or completed undergraduate degree in the Social Sciences such as Social Work, Sociology, Psychology, Public Health, Justice or Human Services and/or relevant and demonstrated experience in collating and analysing qualitative and quantitative data in a social research context;
2. Demonstrated experience in project co-ordination including planning key objectives and deliverables, identifying and coordinating the required resources, conducting thorough research, engaging and consulting with stakeholders;
3. Demonstrated understanding of data collection methods, including survey construction, interview techniques and accurately analysing quantitative and qualitative data;
4. Ability to prioritise work effectively and meet project deadlines;
5. Excellent interpersonal, verbal and written skills to communicate effectively with internal and external stakeholders and the ability to provide a high level of quality data analysis result summaries for inclusion in reports;
6. Demonstrated high level of computer literacy in using software applications including Microsoft Office Suite and Statistical Package for Social Sciences (SPSS);
7. Demonstrated capacity to work under limited supervision as well as in a multidisciplinary team;
8. Possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
9. Willingness to obtain and complete the annual ACF Safeguarding Children Certificate.



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*Desirable:*

1. Knowledge and understanding of the requirements and processes for Program for Students with Disability funding (highly desirable).

## Approval

Date Position Description Revised:	December 2019
Position Description approved by:	Chief Executive Officer
Date of Approval:	

