

Mob Strong Business Project Officer

POSITION DESCRIPTION

General

The Mob Strong Business Project Officer (Business Project Officer) will conduct the duties outlined below to support the implementation of Mob Strong projects and grants in a culturally safe manner.

The role is performed within the framework of the aims, objectives, policies and procedures of Financial Rights Legal Centre (Financial Rights).

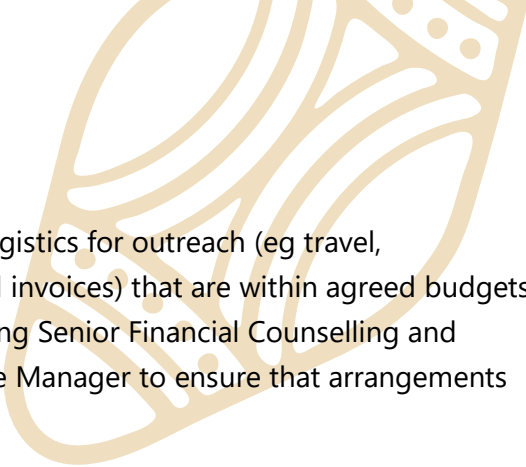
Reporting Relationship

The Business Project Officer reports to the Mob Strong Senior Financial Counselling & Strategy Lead and works closely with the Mob Strong leadership team.

The Mob Strong leadership team consists of the Mob Strong Senior Financial Counselling & Strategy Lead, the Senior Solicitor and Policy Advocate and the Director of Mob Strong.

Responsibilities

- 1. Project Coordination, Implementation and Reporting:** Work with the Mob Strong leadership team to develop, coordinate and implement project plans to meet the objectives of various projects and grants. This includes keeping records to support outreach planning and invoicing, and maintaining spreadsheets, project budgets and project management records to support reporting requirements. This role may also include coordinating agreed meetings, trainings, and meeting notes.
- 2. Stakeholder Engagement:** Collaborate and liaise with internal stakeholders, including the Director of Mob Strong, the Mob Strong team and Financial Rights staff (eg finance team), as well as agreed external stakeholders to successfully implement projects and grants.
- 3. Subcontractor Coordination:** Act as a point of contact with subcontractors, collaborating on communications and assisting in deliverables being met. Coordinate subcontractor invoices for payment.



4. **Collaborate on Outreach Logistics:** Organise logistics for outreach (eg travel, accommodation, venue hire, catering bookings and invoices) that are within agreed budgets and funder guidelines, as directed by the Mob Strong Senior Financial Counselling and Strategy Lead. Liaise with the Financial Rights Office Manager to ensure that arrangements adhere to Financial Rights policies and procedures.

5. **Communication:** Communicate changes by drafting updates to relevant stakeholders. Report issues arising in a project to the Mob Strong leadership team and where relevant identify opportunities for optimisation or improvements.

6. **Cultural Safety:** Work with staff to ensure our services are safe and culturally appropriate for First Nations communities.

7. Comply with the Community Legal Centres' Risk Management Guide as applicable, including but not limited to the confidentiality of client information.

8. Act consistently with Financial Rights' values and Code of Ethics and comply with all applicable policies and procedures.

9. Participate in and contribute to internal or external training or professional development opportunities as required.

10. Contribute to continuous improvement strategies in relation to the policies, procedures and work practises of Financial Rights.

11. Other duties as required.

END