



JOB DESCRIPTION

Project Officer

ROLE SPECIFICS

Reports to	GEA Lead / Director of Finance and Operations
Team	Operations
Location	Remote/Hybrid
FTE	1.0
Capability level	Foundational
Direct reports	n/a

ROLE SUMMARY

The Project Officer is primarily responsible for supporting EQI's delivery of bespoke training services and products to the Victorian Public Sector to ensure these organisations develop their capacity around gender equality in their workplaces and meet their commitments under the Gender Equality Act (Vic.) The role requires a high degree of organisation and administration skills to ensure projects are delivered on time, within budget and of a high quality.

ABOUT EQI

The Equality Institute (EQI) is a global feminist agency working to end violence against women and girls.

We are values-driven and underpinned by feminist principles in the ways we work and how we conduct ourselves. We actively apply an understanding of intersectionality in our work and are committed to having diversity reflected in our workplace.

VALUES

Strive for Equality

Stay Curious

Be Courageous

Find the joy

AREAS OF ACCOUNTABILITY

1: Project Administration (40%)

- Support Technical Leads/Advisors in administrative duties and processes and act as point of contact for communications.
- Respond and track requests through the EQI's email enquiries to expand and deliver EQI's workplace gender equality services.
- Administer contracts for consultants/facilitators to support work delivery including drafting of work orders.
- Develop project and delivery timelines ensuring effective collaboration and communication with wider EQI team.
- Ensure all resources and materials are accessible for training and workshop delivery.
- Work closely with GEA Lead and others to draft proposals, tender submissions, and requests for quote (RFQ's).
- Support campaigns to promote EQI's gender transformation products.
- Keep abreast of news, opportunities and developments associated with the EQI's strategic goals, identifying and tracking opportunities with team to progress.
- Support to other projects as required.

2: Stakeholder Engagement (20%)

- Support seamless client experience, communicating with prospective and current EQI clients to promote EQI services.
- Coordinate and schedule client meetings and training calendar.
- Gather background data on clients to understand needs and strategies for tailored learning packages.
- Monitor, collate and analyse client feedback for continuous improvement of products and services.

3: Finance & Operations (20%)

- Coordinate tender tracking and identifying business opportunities for teams to progress, supporting proposals and online tender submissions.

- Optimise and maintain systems and workflows for effective data management and successful delivery of projects.
- Enhance workflows with other teams to ensure adequate lead time for quality review and feedback on communications and products.
- Maintain EQI brand guidelines on all external communications.
- Contribute to implementation of CRM, develop, and maintain associated operational procedures.
- Work closely with finance to achieve budget targets and ensure all required documentation administered for project client services.
- Gather metrics and data to support social impact reporting.
- Support to the Director of Finance and Operations as required.

4: People & Processes (20%)

- Build and maintain effective relationships with consultants.
- Support the operationalisation of EQI's Strategic Plan that contribute to advancing gender equality and preventing violence against women globally.
- Effectively contribute to team and organisational goals, particularly as they relate to organisational effectiveness, sustainability, and staff well-being.
- Support collaborative behaviour across teams, contributing to, and encouraging, a high-performing, positive and inclusive team environment.

KEY CAPABILITIES

Live our Values

- Support the value of 'find the joy' by practicing gratitude regularly and taking responsibility for the energy you bring to work.
- Considers systems of oppression as well as own individual privilege and how these things impact the work we do, to 'strive for equality'.
- Demonstrate the value of 'be courageous' by taking responsibility for own actions and asking for help when it is needed.
- Contribute to the value of 'stay curious' by focusing on creative solutions rather than problems.

Think Strategically

- Support the purpose, vision, and values of EQI.
- Consider future aims and goals of the team and organisation when prioritising own work.
- Demonstrate forward-thinking and awareness of the consequences of own actions.
- Support the strategic planning process in own work area and seek information about how own work relates to broader organisational strategy.
- Understand concepts relating to strategic planning.

Promote Intersectionality

- Contribute to making EQI a more inclusive workplace by contributing to organisational conversations about intersectionality.
- Work in ways that are respectful and understanding of the needs, beliefs, ability, and values of individuals from diverse backgrounds with differing identities.
- Support EQI's approach to intersectional feminism by integrating the principles of diversity, inclusion and belonging into daily work.
- Seek and include diverse range of perspectives in daily work where required.

Manage Projects

- Manage administration of projects from end to end, identifying resources, monitoring project milestones, and budget targets.
- Schedule work to allow time for collaboration and feedback and ensure on-time completion and quality of own and (where relevant) team deliverables.
- Proactively communicate work progress to leadership and seek appropriate support.
- Identify any potential project or organisational risks and communicate immediately.
- Evaluate progress and identify improvements to inform future project management processes.

Lead People

- Actively seek to improve others' skills and talents by providing knowledge, constructive feedback, coaching and learning opportunities.
- Align work activities with operational plans and organisational values and goals through effective people leadership.
- Support others to achieve team and individual goals by demonstrating empathy and contribute to the well-being and motivation of team.
- Recognise deviation from values and provide timely and constructive feedback to others.
- Understand individual needs to optimise employee engagement.
- Recognise potential in others and consistently develop team capability.

Communicate with Impact

- Model communication style and adapt to meet needs of key stakeholders using the most appropriate and accessible language for the audience.
- Use media appropriate to the audience and present information to develop understanding of the topic.
- Engage other teams and share information to understand or respond to issues.
- Welcome and respond to positive and constructive feedback.

Strive for Excellence

- Draw on the expertise of others to improve results and acknowledge those contributions.
- Hold self and others accountable for achieving results and agreed upon targets.
- Strive to exceed performance expectations by identifying better ways of working or opportunities to contribute to the work of others.

- Ensure all team members clearly understand their role, connection with the broader outcomes, and what is expected of them.
- Challenge self and the team to achieve high quality results aligned with goals of EQI.



[Learn more about us here](#)