



Gaming Harm Project Officer

A. POSITION SUMMARY

Position Title:	Gaming Harm Project Officer
Team:	Community Initiatives Team
Reporting to:	Strong Minds Program Manager
Reports:	None
Status:	Part-time Fixed Term Contract – 14 hours per week
Location:	Auburn Youth Centre, Wyatt Park, Lidcombe
Salary	

B PROGRAM OVERVIEW

Woodville Alliance is a not-for-profit community organisation working in partnership with communities to identify and build on their strengths and develop the resources, capacity and resilience of all members of our community. We do this through the provision of information, direct services, research, advocacy and social action.

This position is part of the Community Initiatives team which provides family mental health support services, family support and parenting programs, children and youth programs, outreach, place-based community development and community centre facilities.

This position has been created to deliver a project funded through the Office of Responsible Gambling NSW, called “Game Over: The Vietnamese Youth Project”. This project is to produce and promote 4 short films (2 in Vietnamese and 2 in English) that are culturally appropriate to draw attention to the convergence of online gaming and problem gambling and its impact on young people. In particular young people between the ages of 12-24 from a Vietnamese background living in the Fairfield Local Government area (LGA) and will be available across schools, community organisations and uploaded onto various platforms.

The Project officer will provide administrative duties and support a project Reference Group made up of young people and content experts to ensure a collaborative approach to the project.

C JOB PURPOSE

- Raise awareness amongst Vietnamese young people (aged 12-24 years) living, working or studying in the Fairfield LGA about the convergence of online gaming and gambling and the potential harms that can be caused by problem gambling.
- Assist Vietnamese young people to identify gambling harm signs and behaviours and practical strategies to seek the necessary assistance to address them.
- Work with the Program Manager to ensure that targets specified in the Office of Responsible Gambling Odds on Youth funding agreement are met.
- Support the delivery of quality information about gaming and gambling harm through the activities of the Game Over project to young people in Fairfield, particularly Vietnamese young people.

D RELATIONSHIPS

This position must develop and maintain internal and external networks and relationships in order to develop and implement the projects objectives

These may include:

- Work closely with the Manager and Community Initiatives team colleagues to ensure the program is effectively delivered and continuously improved within funding requirements and WA quality processes
- Work effectively with schools, community organisations and other local networks including; Fairfield Council, Multi-Cultural Gambling Service, Fairfield Youth and Community Centre and the Vietnamese Community in Australia NSW to disseminate information and promote the project.
- Supporting and advising the project reference group in a collaborative way including young people from the Youth Reference group at headspace Liverpool
- Proactive community engagement through building positive relationships with local services, young people and families.

E JOB REQUIREMENTS

Key Result Area 1	Ensure project key deliverables and milestones are met
KEY TASKS	
<ol style="list-style-type: none">1. Organising, supporting and facilitating a project expert reference group in liaison with headspace Liverpool's Youth Reference Group and Strong Minds Program Manager2. Work with a film production company as determined by Woodville Alliance, to deliver 4 scripts aligned to the recommendations from the project reference group3. Develop a promotional strategy for the release of the short films, including a premier event at a local venue and ensure the finished films are promoted locally and uploaded to various	

platforms and distributed to schools, community centres, local services and social media platforms, such as Youtube, Facebook and Instagram.

4. Ensure films are culturally appropriate
5. Ensure the project is finished within the funding timelines and guidelines
6. With the assistance of the Program Manager, investigate referral pathways for young people and their families affected by problem gaming and gambling and incorporate this into the projects materials produced
7. Work with community networks, including but not limited to; Fairfield Youth and Community Centre, Vietnamese Community in Australia, Fairfield Council, Multi -cultural Problem Gambling Service and headspace Liverpool with the view to promote the project.
8. Capture viewing data to inform funding requirement reporting

Key Performance Indicators- for the tasks

1. Four scripts and films are produced within timeframes and budget
2. The Reference Group is convened and meets regularly
3. The project is culturally appropriate for its audience, in particular Vietnamese young people
4. Premier event is held with key people invited to attend, including the Office of Responsible Gambling representatives, Local MP's and Councillors.
5. Referral pathways identified and are included in the finished films along with quality information for young people and their families about problem gaming

Key Result Area 2	Ensure that data collection and program reports comply with funding body and Woodville requirements
KEY TASKS	
<ol style="list-style-type: none"> 1. Ensure program registration and consent forms are collected from all participants in the project and that numbers are collected from events 2. Ensure that required data is recorded and kept for the purposes of evaluation and further planning 3. Assist Program Manager as required in relation to data reporting and analysis for the project 4. Assist in the preparation of Office of Responsible Gambling reports 	
Key Performance Indicators- for the tasks	
<ol style="list-style-type: none"> 1. All data is entered accurately and in a timely manner for reporting purposes 2. Support with data related tasks provided to the Program Manager as requested 3. Reports as required by the funding body are prepared to the required program standard 	

Key Result Area 3	Adherence to Company Policies and Procedures
Performance Indicators	

- Adhere and demonstrate commitment to Woodville Alliance code of conduct and other policies and procedures.
- Adhere and demonstrate commitment to WHS policies, risk management framework and safe working practices.
- Adhere to working conditions as stipulated in employment contract.
- Demonstrate adherence and commitment to meeting all key result areas of position description.
- Adhere to all relevant employment legislation as dictated by state and federal legislation inclusive of WHS Act 2011 and its regulations.
- Ensure all activities comply with (WA) & funding bodies' policies and relevant legislative and regulatory requirements, ensuring no non-conformance reports.

G. OTHER REQUIREMENTS

- You may be required to travel with notice to fulfil your duties.
- You may be required to work from different locations and through outreach based on community and business needs
- You may need to perform other reasonable duties which are not listed in this position description from time to time to meet our business and operational needs
- A commitment to the principles of quality assurance and continuous improvement
- To promote a person-centred culture of choice inclusion and empowerment
- Engage in and identify improvement opportunities, ideas and suggestions for quality improvements

F. RECRUITMENT INFORMATION

(The essential knowledge, experience, skills and personal attributes required for the position)

COMPETENCY AND SELECTION CRITERIA REQUIREMENTS	
1	Tertiary qualification (Degree, Cert IV or Diploma) in Community Services, Community Development, Youth Work or other relevant qualification. Near completion degree qualifications will also be accepted.
2	Appropriate knowledge and experience in youth related project work and the delivery of information and referral services to young people.
3	Experience in working with diverse and CALD communities
4	A team player who is self-motivated, flexible and able to use initiative
5	Strong oral and written communication skills, relationship management skills including having negotiation and conflict resolution skills
6	Sound computer skills and experience with computer applications and databases along with sound experience with social media platforms
7	Experience in administrative duties, including planning, evaluation and report writing.

8	Understanding of safe work practices and risk management including those specific to child safety.
9	Current and verified WCCC including National police Check verification
10	A current Australian Driver's license and a car for work travel (transportation allowance provided)

Desirable Criteria:

- While not required, a community language would be beneficial for this role.
- Knowledge of the adverse effects of gambling will be an advantage.
- Any prior experience in event management, project management or promotional work will also be an advantage.

Approval

Managers Name	Managers Signature and Date
Employee Name	Employee Signature and Date
GM Human Resources Name Veronique Besnard	GM Human Resources Signature and Date