



the place
to live

Program Support Officer (Aboriginal and Torres Strait Islander Identified Role)

- **Permanent**
- **35 hrs per week**

Aboriginal and/or Torres Strait Islander applicants only.

Be a part of a contemporary, service driven team
Focus on enabling contemporary people practices across Council.

Job Summary

An opportunity exists to join

Darebin Libraries and contribute to our library events program for the Darebin Community. You would be responsible for supporting the events team, compiling reports and working with the Team Leader, Information and Community Learning to deliver an exciting agenda of events and programs.

About City of Darebin and Council

Darebin is situated on the Traditional Owner lands of the Wurundjeri Woi Wurrung people. It is home to many Aboriginal community-controlled organisations, and a large number of Aboriginal and Torres Strait Islander people work, live and play within the municipality.

Darebin is also home to one of the most diverse communities in Victoria in terms of culture, language (more than 118 languages are spoken), ethnicity, faith and beliefs, gender, age, ability, sexuality, gender identity, class, socio-economic status, income, education level, occupation and caring responsibility.

As a progressive leader in Local Government, the City of Darebin has set an inspiring vision to ensure quality of life for current and future generations in response to the climate emergency, increasing inequality and unprecedented growth - hence their Council's vision is for of a sustainable, vibrant and community-oriented City. Darebin City Council responds to the many needs of the Darebin community, notably First Nations residents and organisations.

About the Role

This role focusses on supporting the Team Leader, Information and Community Learning in the delivery of the Darebin Libraries events programme. It includes a mixture of events reporting and tracking events against our Events Framework strategy as well as assisting in the delivery of events and programs as required. It would suit a person who has an attention to detail and is comfortable writing reports as well as working with our community to deliver a high quality events and programs schedule.

Key duties in the role:

- Using statistics and customer feedback to provide reports on the delivery of events and programs in relation to the Events Framework,
- Providing support to library staff delivering events and programs, including guidance on purchase orders, quotes, set up for events, etc.

- Working with the Darebin Libraries Marketing Team to deliver the best promotional strategies for our events program
- Performing customer service desk shifts within the library

Skills & Experience

- Knowledge and experience in using and extracting data from Excel spread sheets, event reports and customer feedback to prepare reports and evaluations
- Experience of planning events and programs
- Experience in working collaboratively across a range of community groups and / or Council Departments
- Knowledge and / or experience of working in a customer service environment

Culture

Darebin is home to one of the largest, most diverse communities in Victoria in terms of cultures, language (more than 118 languages are spoken), religions, socio-economic background, employment status, occupation and housing needs. You will work for an organisation that proudly values social inclusion, sustainability, engagement and service excellence.

How to apply

Applications must be lodged electronically at <https://darebinjobs.nga.net.au/?jati=CA87DABC-6C97-EA58-85B0-BF3314F4CDFD>

Contact Gary Edge, Team Leader Information and Community Learning on (03) 8470 8043 for a confidential discussion.

Applications close on Sunday, 18 April 2021 at 11.45pm.

The City of Darebin is an Equal Opportunity Employer and does not discriminate in its selection and employment practices on the basis of race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organisation, or other non-merit factors. Darebin is committed to providing a safe working environment that embraces and values child safety, and thorough 'Safety Screening' processes apply.

DAREBIN WEB LINK