

Position Description

ECCV Policy and Project Officer

About Us

The Ethnic Communities' Council of Victoria Inc (ECCV) represents the voice of multicultural Victoria. We are a community-based, member-driven peak body for ethnic and multicultural organisations committed to empowering people from migrant and refugee backgrounds. Our vision is to help build a culturally diverse and harmonious society that is just, fair, and inclusive for all Victorians.

Position Specification

Position:	ECCV Policy and Project Officer
Reports to:	Director, Operations & Strategy
Hours:	0.6 FTE
Term:	12 months
Salary:	Level 5 - Social, Community, Home Care and Disability Services
Industry	(SCHADS) Award 2010

1. Statement

The Policy and Project Officer reports to the Director, Operations and Strategy and plays a key role in supporting ECCV's policy and project work. The position contributes to policy development through research, analysis and the preparation of policy briefs, consultation notes, meeting documentations (minutes) submissions and other materials, ensuring community insights and evidence inform advocacy priorities. The role works closely with portfolio leads, advisors and project teams, with a focus on issues impacting multicultural communities across Health, Ageing and Disability.

The role supports the planning, coordination and delivery of projects with multicultural communities across metropolitan and regional Victoria. This includes community engagement, coordinating activities and maintaining clear and accurate documentation to support effective delivery. The position ensures work is organised, timely and aligned project key performance indicators. Travel across Victoria is required.

2. Key Responsibilities

a) Policy and Advocacy Support

- Assist in policy research, including gathering data, reviewing literature and analysing issues affecting multicultural communities.
- Support the development of policy submissions, briefing papers and reports.
- Prepare policy briefs and maintain clear documentation of policy discussions and outcomes.
- Document meetings and support the preparation of policy materials, working closely with the advisor and project teams.
- Contribute to the collection and analysis of community insights to inform advocacy priorities and systemic reform.
- Monitor emerging issues, trends and government initiatives relevant to migrant and refugee communities.

b) Project Coordination

- Assist with planning, coordinating and delivering funded community projects in line with approved workplans and contractual requirements.
- Support implementation, monitoring and documentation of project activities to achieve agreed milestones and outcomes.
- Coordinate logistics for project activities, including meetings, workshops, events and partner engagement.
- Prepare and maintain project documentation, including meeting notes and project briefs, ensuring accuracy and timely record keeping.
- Prepare draft progress reports and support reporting requirements.

c) Stakeholder Engagement and Community Partnerships

- Build and maintain relationships with multicultural communities, community organisations and ECCV members.
- Support delivery of programs and activities that promote inclusion, participation and equitable access.
- Engage with community, government and partner stakeholders to support culturally responsive programs and policy development.
- Contribute to consultations and capture community insights to inform program delivery and policy work.
- Support community participation, leadership and capacity building, including governance and visibility.
- Apply place-based and evidence-informed approaches to engagement and partnerships.

d) Coordination and Support

- Provide project and admin support to team members, contractors or volunteers involved in project and policy activities as required.
- Assist with coordination tasks such as scheduling, communications and supporting inductions.
- Follow organisational policies, procedures and occupational health and safety requirements.
- Support coordination of networks, meetings and stakeholder communications.

e) Other

- Undertake other duties as directed, within the scope of the position and the employee's skill set, to support organisational objectives and community outcomes.
- All responsibilities will be delivered in line with the contracted KPIs and reporting requirements

3. Key Relationships

Supervises: Volunteers involved in project activities, providing coordination and day to day support.

Internal: CEO, Project team, Policy and Advocacy team, Communications team and other Operations staff.

External: ECCV members, multicultural community organisations, service providers, government and partner agencies.

Key Selection Criteria

1. Qualifications and experience

- Tertiary qualification in community development, social sciences, public policy, social work or a related field; or equivalent experience in a community or multicultural sector role.
- Experience in a policy, project or community-based role within public or the not-for-profit sector.
- Experience supporting project delivery, including planning, coordination, monitoring and reporting.
- Experience contributing to policy work, research, briefings or submissions.
- Experience working with multicultural communities or organisations, including those from migrant and refugee backgrounds.
- Demonstrated ability to build and maintain relationships with community groups, service providers and stakeholders.

2. Knowledge and skills

Essential

- Understanding of issues impacting multicultural and migrant communities.
- Knowledge of community engagement and culturally responsive practice.
- Ability to contribute to policy development through research, analysis and clear written outputs (e.g. briefs, reports).
- Ability to gather and use data, community insights and evidence to inform policy and project work.
- Strong written and verbal communication skills, including the ability to prepare clear documentation and briefs.
- Strong organisational and coordination skills, with the ability to manage competing priorities and meet deadlines.
- Ability to work independently, show initiative and exercise sound judgement.

Personal qualities

- Builds respectful and collaborative relationships with colleagues, members and community partners.
- Demonstrates cultural awareness and sensitivity in all aspects of work.
- Committed to diversity, equity, inclusion and community empowerment.
- Reliable, adaptable and motivated, with a proactive approach to work.
- Demonstrates accountability and sound judgement.

Conditions

- All conditions are in line with the SCHCADS Award.
- All employees are required to have a Working with Children Check and Police Check.
- The role is subject to periodic professional review and development.
- Some weekend and after-hours work may be required for which time-in-lieu can be claimed.
- People from migrant and refugee backgrounds are encouraged to apply.

Approved

Elmina Joldic
Director, Operations and Strategy
20 April 2026