

## **JOB DESCRIPTION FORM – PROJECT LEAD**

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**JOB TITLE:** Project Lead – Monday Best Clothing Bank (MBCB)

**JOB TYPE:** Volunteer position (3-5 hours per week)

**LOCATION:** Hybrid.

- Work from home (BYO device).
- On-site clothing order preparation at the Children’s Court of Western Australia.
- Laundering duties at a facility within close proximity to the court.

**SUPERVISOR/MANAGER:** Program Coordinator

### **OVERVIEW:**

The Monday Best Clothing Bank is available for young people to borrow age-appropriate clothing to support professional presentation at important events such as court dates and employment or school interviews. This program aims to address the socio-economic challenge of not having reliable access to smart-casual clothing. Outcomes associated with this project will include improved empowerment and confidence for young people to feel better prepared for important events, as well as improved opportunities for young people associated with professional presentation at school, job or volunteering interviews.

The Project Lead will be responsible for managing the growing client base of this pilot project, logistical and financial planning, consolidating and preparing weekly clothing orders, laundering returned clothes, and delivering impact and outcome reports, including recommendations for continuous initiatives within the Monday Best Clothing Bank and in wider organisational projects.

### **MAIN DUTIES/RESPONSIBILITIES:**

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- Manage business-as-usual operations of the project
- Monitor project budget within the secured funding commitment
- Assessment of project outcomes including qualitative and quantitative data and assessment of feedback from project participants
- Deliver updates to the Program Coordinator and HI Operations Team on project progression
- Contribute to an interim project report regarding anticipated and actual demand as well as budget management outcomes
- Deliver a project close-out report detailing recommendations for future project delivery
- Provide additional support as required across other innovation pilots

## SKILLS & EXPERIENCE

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### Qualifications:

- No specific qualifications required
- Qualifications or ongoing study relevant to youth justice or youth work will be viewed positively
- A valid Working with Children Check will be required
- A background check from the WA Department of Justice will be required

### Experience:

- No experience required
- Experience working in youth justice or other youth work will be viewed positively
- Experience in not-for-profit or startup management will be viewed positively

### Necessary Skills:

- Excellent written and verbal communication skills
- High levels of adaptability to work in a fast moving start up
- High levels of cultural sensitivity
- Ability to work autonomously
- Attention to detail
- Excellent time management skills

### Desirable Skills:

- Project management or logistics
- Experience in innovation methodologies, particularly Human-Centred Design

## VOLUNTEERING AT HI:

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- HI provides volunteers with many opportunities to give back to our community and make a direct impact in youth justice.
- Personal and professional development is a focus, with opportunities to gain valuable skills and experiences across strategic planning and various project working groups.
- HI volunteers enjoy a welcoming and supportive environment, with friendly and respectful people who genuinely appreciate each other's contributions.
- HI recognises that volunteers have busy lives, and are flexible in terms of schedule; work hours, locations, and general autonomy around how volunteers perform their duties.
- HI prides itself on an innovative approach to program development and idea incubation, welcoming new initiatives from volunteers, exposing volunteers to modern approaches to problem-solving.



- Volunteers are highly valued and respected, with transparency and equal opportunities for everyone.
- HI provides training and learning opportunities to enhance volunteers' skills and knowledge in new ways of working and domain specific information (e.g., Human Centred Design Thinking and the Youth Justice system in WA).
- Volunteers have access to knowledgeable and supportive leaders who are passionate about the organisation's mission and goals.
- Volunteers have the potential to take charge and lead, with opportunities for increased autonomy and responsibility.

Hello Initiative is an equal opportunity employer and encourages Aboriginal and Torres Strait Islander peoples, people with disabilities, people of all backgrounds including LGBTQIA+ individuals and people from diverse cultural and linguistic backgrounds to apply for positions within our organisation.

For a discussion of this role or to learn more, please call Aish Srinivas, Chief People Officer, on 0466 005 476 or email [aishwarya@helloinitiative.org.au](mailto:aishwarya@helloinitiative.org.au).