

**SELECTION CRITERIA**  
**Special Projects Co-Ordinator**

***Essential***

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- Demonstrated strong Project Management methodology, skills and experience
  - Demonstrated extensive experience working with a range of stakeholders to achieve project outcomes
  - Strong written, reporting and communication skills
  - A self-starter and is self-motivated
  - Possess strong interpersonal skills
  - Ability to multi-task and manage various project elements simultaneously
  - Demonstrated sound business acumen, analytical, time management and budgeting skills
  - Understanding of the barriers that currently make it more difficult for people with disability to secure and maintain meaningful employment
  - Knowledge of Youth Transition services and/or support available to young people with disability
  - Knowledge of the nature of the education, disability, employment sectors and/or support available to people with disability
  - Current Driver's Licence
  - Current National Police Clearance
  - Valid Working with Children's Check

***Desirable***

- Utilise existing networks across the education, employment and disability sectors to deliver on projects aligned to EDGE's strategic direction
- Events Coordination
- Understanding of the complexity and spectrum of disabilities evident within the Australian community
- Optimising and improving processes and the overall approach where necessary