

Job Title: Careers Project Officer (3 Days per Week)

Employer: Neil Porter Legacy (NPL)

Location: Warrnambool with some travel to Portland and Hamilton

Duration: August 11 – December 19, 2025 (19 weeks). There is the possibility for this role to become ongoing employment for 2026.

Employment Type: Fixed-term Contract (7.6 hrs a day, 22.8 hrs a week)

Remuneration: to be negotiated with the successful applicant

About the Role

The NPL is at the forefront of delivering careers programs with a difference. Our latest role is the culmination of several years of dedicated work with our region's schools, careers teams, teachers and students. The person in this innovative position will be piloting a change in the way education is delivered.

The NPL is seeking a passionate and highly organised **Careers Project Officer** to deliver an immersive careers program with a cohort of students from an educational institution. This initiative aims to increase student engagement, industry connection, and career readiness for young people from 15 – 18 years of age in a program at this institution.

As the **Careers and Project Officer**, you will lead the on-the-ground delivery of this program across the Warrnambool, Portland and Hamilton campuses of the institution. You'll coordinate industry visits, facilitate career readiness workshops, collaborate with teachers, and engage with students to co-design meaningful learning experiences that link school to future pathways. You'll also work with students and local agencies to create Career Action Plans for the students.

Key Responsibilities

- Coordinate and deliver, with assistance from the NPL team, a 14-week **careers program** for approximately 50 students and prepare for the 2026 program.
- Organise and lead **industry visits**, including liaising with businesses and managing logistics.
- Facilitate **resume writing, job application, and mock interview** workshops for students.
- Support students in developing **Career Action Plans** and identify work experience opportunities.
- Work with the educational institutions staff to align classroom content with industry opportunities.
- Utilise NPL industry partnerships, and develop new ones, with local industries and stakeholders to support 2026 program planning.
- Provide regular feedback to NPL and the educational institution on student engagement and program effectiveness.
- Attend and support activities across multiple campuses as needed (some travel will be required).

About You


The successful candidate will be passionate about empowering young people and someone who is organised, approachable, and a great communicator. The ability to develop strong relationships with students from a wide range of backgrounds is essential. Strong relationships will also need to be formed with industry members, the NPL team and employees of the educational institution. Careers and industry knowledge is an advantage but not essential. We're after a person with the right attitude and attributes and will provide all the support and training that's needed.


- Current Working With Children Check (or willingness to obtain).
- Police Check (or willingness to obtain).
- Victorian Driver's Licence and willingness to travel between campuses and industry sites.

What We Offer

- The opportunity to make a lasting impact on the lives of young people.
- A supportive and purpose-driven not-for-profit environment.
- Some flexibility in work arrangements.
- Potential for further involvement in this program for 2026 and beyond.
- Sick Leave (Personal/Carer's Leave) and Annual Leave accrued progressively based on hours worked.

If you're interested, please get in touch with Matt Porter on the details below.

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