

Position Description

Role: Project Officer

Closing Date: Applications close 25th November 2026, unless the position is filled earlier

Application Process: Please send cover letter and resume to Jessica@kidsafewa.com.au

About Us

Kidsafe WA is the leading independent not-for-profit organisation dedicated to promoting safety and preventing childhood injuries and accidents in Western Australia. Injuries are the leading cause of death in Australian children aged one to fourteen, accounting for nearly half of all deaths in this age group. More children die of injury than die of cancer, asthma and infectious diseases combined. Many of these deaths and injuries can be prevented. Kidsafe WA works in the community to educate and inform parents and children on staying safe at home, at play and on the road.

Kidsafe WA operates across Western Australia with our office in West Leederville, on the land of the Whadjuk Noongar people. We acknowledge Aboriginal and Torres Strait Island peoples as the Traditional Custodians of the land on which we live, work, and play, and extend our respect to First Nations Elders and their people across Western Australia.

Job Brief

Kidsafe WA is seeking a Project Officer to deliver play and school-based initiatives forming part of our Project and Play @ Kidsafe WA team. Kidsafe WA provides a range of services to help create and maintain play spaces that support children's development, learning, health and wellbeing while reducing the risk of serious injury. As part of your role, you will conduct playground inspections for local government, schools, education and community organisations. You will support play-based resource development, education initiatives and community engagement. In addition, you will be a key support for schools, providing incursions to primary school-aged students.

Reports to: Project Lead and Play @ Kidsafe WA Lead

Responsibilities

- In conjunction with Leads, set goals for projects according to the strategic objectives of Kidsafe WA
- Inspect playgrounds for compliance against the Australian Standards and provide written reports with prioritised recommendations
- Liaise with clients to coordinate inspection logistics and school incursions
- Respond to play-related queries and accurately assess the client's needs in a timely manner
- Assist in the development of play-based resources including digital content, fact sheets and guides
- Facilitate school incursions and community-based workshops
- Attend community events and regional initiatives
- Manage and utilise resources effectively including appropriate tools, vehicles and IT systems
- Work with Leads to plan and coordinate projects from start to finish including timelines, milestones and reporting requirements
- Assist Leads to identify funding, partnerships and business development opportunities

- Follow communication, HR and OHS procedures, guidelines and policies
- Other duties as required

Requirements

- Relevant tertiary degree (Health promotion, Teaching, Outdoor Recreation or related field)
- Strong oral communication and people skills
- Keen interest in the outdoors and play environments
- Proficiency in Microsoft office and other digital systems
- Ability to prioritise competing tasks and manage time effectively
- Undertake regional travel within Western Australia for approximately 4 weeks per year
- Ability to work outside set hours on occasion
- Current C Class driver's license
- Current Working with Children's Check

Desirable

- Experience working within the health promotion, sport and recreation or education sector
- Knowledge of the current Australian Playground Standards

No prior playground inspection experience is required. Comprehensive training and mentoring will be provided to the successful applicant.

Logistics

Start Date: January 2027

Hours: Full-time employment (37.5 hours per week). This is a 12 month contract (including a 3 month probationary period) with the possibility to extend.

Salary: \$69,000 per annum + 12% superannuation

Location: Kidsafe WA Head Office, West Leederville WA

Benefits:

- Flexible working arrangements, including hybrid working options and flexible start and finish times
- Time off in lieu for approved out-of-hours work
- Additional leave including Special Christmas Leave and Cultural Leave
- Professional development and training opportunities including specialist training in playground safety and inspection
- Diverse role combining community engagement, education and outdoor work
- Opportunities for regional travel across Western Australia
- Access to Employee Assistance Program (EAP)
- Meaningful work that contributes to preventing childhood injuries

Should you have any questions regarding the position or application process, please contact Jessica McKenna at Jessica@kidsafewa.com.au or 08 6244 4882.