

Position Description



**Alannah & Madeline
Foundation**

Keeping children safe from violence

Position title: Project Manager Media Literacy
Department: Programs
Reports to: Head of Program Design, Innovation & Advocacy
Job type: 1 year full-time contract
Date: December 2018

ABOUT THE FOUNDATION

The Alannah & Madeline Foundation is a national charity protecting children from violence and bullying.

The Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers – including Gaye and John Fidler who survived Port Arthur – set up the Foundation, with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Alannah & Madeline Foundation cares for children who have experienced or witnessed violence and runs programs which prevent violence in the lives of children. We play an advocacy role and we're a voice against childhood violence.

Our vision is that every child will live in a safe and supportive environment. Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

POSITION IN CONTEXT

Reporting to the Head of Program Design, Innovation & Advocacy, the Project Manager Media Literacy has accountability for developing, implementing and operationalising a new program of work helping Australian school students (12-14 years old) to navigate on line resources and critically assess sources of information to ensure they are discerning and informed media consumers.

The purpose of the role is to successfully drive outcomes and targets for this project. This position will also play a role in bringing together key stakeholders (including our funding partner) as part of an advisory group.

FREEDOM TO ACT

- The Project Manager Media Literacy works according to the policies and procedures of the Alannah & Madeline Foundation.

MAJOR JOB RESPONSIBILITIES

- Lead the development of a new Media Literacy program for implementation and delivery into Australian schools.
- Complete detailed product viability, feasibility and desirability in line with project timeline including high level competitor scan.
- Co-design program with students, teachers and Foundation experts, including content development.
- Work closely with our Operations team to support the sourcing of an appropriate technology provider with build and launch by end 2019.

Position Description *cont.*



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- Work with internal stakeholders, develop launch campaign and ongoing marketing and communications to key markets.
- Set, monitor and report on performance goals, implementation strategies, project plans and delivery schedules.
- Oversee financial management of project budget and project risk management.
- Manage and support effective relationships with all key internal and external stakeholders and organisations. This will include but is not limited to stakeholders such as governments, schools, academics, industry experts and corporate organisations.
- Work with our funding partner and key stakeholders on the establishment of an expert advisory group and manage their ongoing commitment to the project.
- Lead small team of project advisors.
- Other tasks as directed by the General Manager Programs, CEO and/or Senior Leadership Team.

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- 5+ years project management experience preferably in the community, education or technology sector.
- Strong leadership and stakeholder management skills.
- An “outcomes focused” approach to project delivery.
- Proficient in managing funding and all financial aspects of a project.
- Ability to prioritise and manage resources.
- Demonstrated ability to work effectively as part of a cross functional team.
- Demonstrated ability to deliver project outcomes.
- Well-developed written and verbal communication skills.
- Working with Children Check and Police Check.