

Position Description

Position title: Project Manager

Team: Program Design, Innovation & Advocacy (PDIA)

Reports to: Head of PDIA

Job type: 0.8 (four days), ongoing

Date: September 2020

About the Alannah & Madeline Foundation

The Alannah & Madeline 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 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 Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover and protect them from bullying and violence
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships
- speaks out on the need for systemic change to build a supportive and safe society.

We are committed to Child Safety and our Child Safe Policy outlines our safe practices for children. The Foundation's values are caring, friendliness, respect, responsibility, valuing difference and including others.

Position in Context

Reporting to the Head of Program Design, Innovation & Advocacy (PDIA), the Project Manager is a member of the PDIA Team.

The PDIA Team is responsible for driving innovation to help the Foundation achieve its strategic priorities in key program areas, developing and managing partnerships with external stakeholders, and plays a key role in supporting business development opportunities.

Position Description cont.

The Project Manager will lead the development of the work programs, including the design of a robust project management frameworks, setting of priorities, monitoring of key project milestones and managing key stakeholders.

For the first 18 months of employment the Project Manager will be primarily responsible for providing comprehensive project support to Improve Your Play, a project aimed at reducing technology-facilitated harm of a sexualised nature (e.g. image-based abuse or IBA). The project will focus on improving attitudes to making, and increasing the capacity to make, ethical sexual decisions when initiating, responding to or sharing online communications of a sexual or intimate nature and positively impacting their sexual or intimate relationships.

Freedom to Act

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

Major Job Responsibilities

- Collaborate with internal and external stakeholders to deliver on the key milestones of projects including, but not limited to; project evaluation, co-design processes, and the development of a frameworks, resources and social media campaigns.
- Identify, negotiate, plan and allocate the resources required to successfully complete projects, within budget and assist with budget monitoring and expenditure, including preparation of reports.
- Manage key stakeholder and activities so that projects deliver the required outcomes within agreed timeframes.
- Develop and implement strategies and systems which promote flexibility and timely responses to changing priorities within the projects.
- Engage and recruit members of target population for co-design processes.
- Establish and maintain appropriate accountability and communication structures within projects ensuring key stakeholders receive regular updates.
- Evaluate project outcomes, drive project monitoring and evaluation plans, including milestone tracking, outcome measurement and continuous improvement cycles.
- Contribute positively to the Foundation's culture through developing and maintaining collaborative relationships with colleagues.
- Other tasks as directed by the Head of PDIA, Senior Leadership Team and CEO.

Qualifications, Experience and Requirements

- At least 5 years' experience in project management, preferably in a NFP, health or education environment.
- Qualification(s) in education, social science, public health or similar (desirable).
- Experience working in the area of education and technology and/or digital literacy (desirable)
- Hands-on experience and expertise in contemporary business and project management practices.
- Proven ability to achieve outcomes within agreed timeframes and budgets and under time pressures.
- Experience in leading complex projects, including the ability to track and report against milestones.

Position Description cont.

- Proven track record in stakeholder management, including an ability to build relationships and strategic partnerships.
- Exceptional written and verbal communication skills.
- Well-developed analytical, problem solving and negotiation skills.
- Understanding of digital literacy and intelligence.
- Working with Children Check and Police Check.