

## **Inclusion Advisory Group: Project Manager**

- **Newly created role for rapidly growing advisory service.**
- **12 months fixed term, with potential to go permanent**
- **Box Hill headquarters (remote work available)**

### **What we do**

We're a team of international development professionals, working alongside the disability movement to ensure that development and humanitarian programs include people with disabilities. Our goal is to influence the programs of other aid agencies to be more inclusive of people with disabilities. See more about the work of our team here: <https://www.cbm.org.au/inclusionadvisorygroup>

We partner with the disability movement to influence organisations, institutions and systems to realise the rights of persons with disabilities. We believe that tailored input, communicated effectively, with the right people at the table can help make inclusion a reality.

Our work is fast-paced, diverse and growing. Working with us, you might inform a proposed contract with UN, INGO, or a country office, provide options for dealing with a delay to the partner, crunch data for a report, and guide team members on best practise in project management (sometimes, all in the same week).

### **What we offer**

- An opportunity to be a pivotal part of an organisation that offers purpose and meaning.
- Implementing big cross divisional high-profile projects-WFP, UNICEF, DFAT.
- Attractive salary packaging for employees
- You'll work with diverse and creative colleagues who are passionate about social justice, and having fun at work
- You'll be able to bring your whole self to work – we're serious about the good vibes
- Free coffee in the office

### **Who we're looking for**

Our team and contracts are growing quickly, and we need someone with strong hands-on project management skills who can adapt and bring the stakeholders with them on the journey to following a clear project management methodology. We are looking for a mix of the following:

- Background in the international development sector.

- Extensive recent Project Management experience managing projects throughout the full project lifecycle within a complex environment and tight deadlines.
- Experience with government and multilateral contracts.
- Ability to manage scope and feasibility expectations of business requirements.
- Strong analytical skills: an ability to work at 'macro' and 'micro' levels in identifying business and technical requirements.
- Strong experience liaising between organisational representatives and/or external suppliers.
- A positive, proactive and 'service-orientated' approach to project delivery.
- The following would be looked upon favourably:
  - Tertiary qualifications in a business discipline
  - Lived experience of disability
- Exceptional analytical and written and expressive communication skills
- Strong initiative, strategic thinking and the ability to self-manage

### **How to apply**

If this sounds like you, please apply via our website (<https://www.cbm.org.au/get-involved/careers/>) and include a cover letter addressing your interest in joining the team and what you have to offer.

Applications close on 16 July 2021 but will be reviewed as they are received.

### **Background checks**

CBM Australia is committed to workplace equity and diversity and encourages applications from Australian Residents with diverse cultural backgrounds and people with a disability. CBM Australia is committed to the safety and best interest of all children accessing CBM supported services, programs and workplace. Relevant background checks including working with children, police and reference checks will be completed prior to the preferred candidate's employment being confirmed.