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| **POSITION TITLE:** | Project Coordinator |
| **DEPARTMENT:** | Program Impact |
| **DATE:** | March 2024 |
| **REPORTS TO:** | Head of PI Operations |
| **FTE:** | Full-Time |
| **LOCATION:** | Richmond, Melbourne (Hybrid) |

## CBM AUSTRALIA

CBM Australia is a Christian international development organisation with a focus on disability. We have more than 115 years' experience developing proven community-based programs that help millions of people with disabilities benefit from real and lasting change. We work alongside people with disabilities living in the world's poorest places to fight poverty and exclusion and transform lives.

## ORGANISATIONAL VISION

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

## ORGANISATIONAL MISSION

CBM is fighting to end the cycle of poverty and disability.

## GROUP/DEPARTMENTAL OBJECTIVE

The CBM Australia Program Impact department partners with the disability movement, organisations of persons with disability (OPDs) and other key external partners to influence, develop and support the delivery of high-quality, transformational programs and advice, delivering lasting change to people with disabilities across the globe.

Through our five functional teams (International Programs, Pacific Impact, the Inclusion Advisory Group, Effectiveness and Operations), the Program Impact department generates and applies evidence and learning to inform our advice, strengthen program practice and extend sector thought leadership. The department works collaboratively across CBMA and CBM Global to amplify the reach and impact of our work via our three "vehicles of change" – field programs, advocacy and advisory.

As well as being part of CBM Australia's Program Impact Department, the Inclusion Advisory Group team is also part of the broader Inclusion Advisory Group network across CBM Global.

## SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

CBMA is committed to the protection and safety of all children and vulnerable adults that come into contact with our organisation and programs. All staff are required to understand and comply with CBM Australia's Safeguarding Policy and Prevention of Sexual Exploitation, Abuse and Harassment Policy, Code of Conduct and Safeguarding Behaviour Statement.

- This role requires CBMA representation when visiting the field (internationally and domestic)
- This role has contact with children when visiting the field and requires a current Working with Children Check.

**RESPONSIBLE FOR**

The PI Operations Project Coordinator is responsible for supporting, tracking and coordinating key projects within the Program Impact team. The Project Coordinator provides operational support to the team as well as overall logistics support where required.

**REPORTS TO**

Head of PI Operations

**MAIN ACTIVITIES**

1. **Project Planning and Scheduling:**
   - Serve as the project coordinator for a diverse portfolio of projects led by technical specialists.
   - Track project progress and identify any potential delays or issues, collaborating with stakeholders to ensure alignment with project objectives.
   - Provide support to Project Managers for major contracts and other key stakeholders in both CBMA and CBMG.
2. **Operational Support:**
   - Ensure compliance, reporting, and other contractual obligations are met for all projects.
   - Provide logistical support to the project team, facilitating smooth project execution.
3. **Documentation and Systems:**
   - Conduct regular audits and updates of project management systems, including Jira and Tempo, to ensure correct usage and accuracy.
   - Maintain accurate project documentation, including plans, reports, and records.
   - Generate regular progress reports for stakeholders, highlighting achievements, challenges, and next steps.
   - Update internal resources and training materials to ensure team members have access to the latest information and tools required for project success.
4. **Strategic Capacity and Workload Management:**
   - Coordinate interdependencies among project tasks to ensure seamless execution.
   - Maintain the work pipeline with up-to-date information on project statuses and resource allocations.
   - Proactively identifying demand fluctuations against resource allocations and alerting stakeholders early for strategic planning.

**SPECIFIC OUTCOMES REQUIRED**

- Timely completion of project milestones and deliverables according to the established schedule.
- Effective coordination and support for projects led by technical specialists.
- Compliance with contractual obligations and reporting requirements for all projects in portfolio.
- Accurate and up-to-date project documentation and management system records.

**KEY SKILLS/QUALITIES**

- **Education:** Bachelor's degree in Business Administration, Project Management, or related field. Master's degree preferred.

- **Experience:** Minimum of 2-3 years of experience in project coordination or project management role, preferably in a technical or development context. Experience working with international development projects or government contracts is highly desirable.

- **Communication:** Clear verbal and written communication skills, with the ability to effectively convey complex information to diverse stakeholders. Experience in preparing and delivering presentations, reports, and other project-related documentation.

- **Problem-Solving:** Strong analytical and problem-solving skills, with the ability to identify issues, evaluate alternatives, and implement effective solutions. Experience in risk management and mitigation strategies is an asset.

- **Teamwork:** Demonstrated ability to collaborate effectively with cross-functional teams, fostering a collaborative and inclusive work environment. Experience in leading or participating in multidisciplinary project teams.

- **Attention to Detail:** Keen attention to detail and accuracy in project documentation, reporting, and compliance with contractual requirements.

- **Project Management Skills:** Familiarity with project management methodologies and tools, with experience in creating and maintaining project plans, schedules, and budgets. Knowledge of project management software such as Jira and Tempo is preferred.

- **Adaptability:** Flexibility to adapt to changing project requirements, priorities, and timelines. Ability to thrive in a fast-paced and dynamic work environment.

- **Certifications:** Project Management certification is preferred. Additional certifications in Agile methodologies or specific project management tools/software are a plus.