



POSITION TITLE: Project Manager
DEPARTMENT: Program Impact
DATE: November 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.

RESPONSIBLE FOR

The Project Manager will play a pivotal role in managing the implementation of CBM Australia Inclusion Advisory Group's most significant and complex disability



inclusion advisory with the Department of Foreign Affairs and Trade (DFAT). This position will be key in ensuring the seamless coordination and successful execution of all contract activities, including resource allocation, compliance, deadline management, and stakeholder engagement.

REPORTS TO

The Project Manager reports to the Head of Program Impact Operations and the role is expected to work autonomously within the Operations and Advisory Teams.

MAIN ACTIVITIES

1. Contract management: The Project Manager will focus on ensuring that project operations comply with contractual obligations while enhancing internal project management systems for streamlined delivery.

- Ensuring all activities comply with contractual obligations.
- Enhancing project support and management systems to optimise contract delivery.
- Overseeing system implementation across networks, maintaining accurate content.
- Regularly updating and tracking progress against the multi-year contract budget and forecasts.
- Managing subcontractors to meet all stakeholder and CBM Australia obligations.
- Identifying risks and opportunities for successful delivery.
- Supporting the development of new proposals, including proposal management, budgeting, risk assessment, and compliance.
- Updating internal resources and training related to contract activities.

2. Stakeholder management: As the primary operational contact, the Project Manager will foster positive relationships and ensure clear communication with DFAT, internal advisors, consultants, associates, subcontractors, and disability movement stakeholders.

- Acting as the main point of contact, ensuring alignment with CBM Australia partnership principles and values.
- Building and maintaining robust relationships and communication with key stakeholders, including the Nossal Institute and other disability movement partners.
- Coordinating with other DFAT advisory facilities and capacity-building partners.
- Ensuring CBM's work aligns with expected quality standards and complies with requirements for risk management, PSEAH and child safeguarding, conflict of interest, and confidentiality.
- Actively engaging in weekly meetings, regular partnership health checks, and Steering Committee governance meetings.



3. Capacity and workload management: The Project Manager will oversee coordination among DFAT contract tasks and advisors, anticipating workload demands to ensure efficient execution.

- Track and update advisors and consultants assigned DFAT tasks and where relevant how these tasks depend on each other.
- Keeping the work pipeline updated with the latest task information.
- Plan around and mitigate effect of capacity fluctuations
- Understand advisors, consultants' and subcontractors' areas of expertise to allocate tasks effectively.
- Set clear expectations with all stakeholders to establish feasible turnaround times.
- Support CBM's strategic positioning for future partnership phases.

SPECIFIC OUTCOMES REQUIRED

- Effective management of CBM Australia's advisory contract with DFAT, ensuring all activity is completed on time, within scope, and budget.
- Strong engagement and collaboration with stakeholders, contributing to successful delivery of contract objectives.
- Continuous improvement of workflows, templates, and systems for high-quality advisory delivery, supporting seamless monitoring and reporting.

KEY SKILLS/QUALITIES

- Qualifications and demonstrated experience in project management. International development (or equivalent) qualifications/experience will be highly regarded.
- Experience managing multi-year large complex contract delivery (e.g. over AUD\$1m)
- Effective interpersonal, and relationship management and collaboration skills, including experience leading client relationships from a project management perspective.
- Ability to work with, manage and engage multiple stakeholders to meet agreed objectives and deliverable, including experience working within multi-cultural teams, and the ability to negotiate and resolve conflicts.
- Strong financial management skills, and ability to prepare, monitor, and report against project budgets and workplans.
- Willingness to learn the content and context of advisory work and pattern of advisory projects, to contribute to continuous improvement of workflows, templates, guidance, systems and processes.
- Enthusiasm for the mission of CBM Australia and alignment/comfort with being part of a faith-based organisation.

Additional desirable experience includes:

- Direct experience working with DFAT or other government department contracts.
- Knowledge of disability-inclusive development practices and principles.

**INTERNAL CONTACTS**

Principal Advisor who leads the DFAT relationship from a technical perspective, alongside Technical Advisors and Program Impact Operations team members and other CBM staff such as finance and public engagement as needed.

EXTERNAL CONTACTS

GEDSI Performance and Effectiveness Section– the Project Manager will be the primary operational contact point for the section, Other DFAT users and requestors, External Associates and Consultants working on the contract, Subcontractors within the program, including the Nossal Institute for Global Health and the University of Melbourne, CBM Global Country Teams, and other organisations directly involved in the program.