

# Position Description

<b>Title</b>	Project Coordinator
<b>Business Unit</b>	Community and External Relations
<b>Location</b>	Flexible – Victoria or Tasmania
<b>Employment type</b>	Full Time, Ongoing
<b>Reports to</b>	Manager Creative and Digital Services

## About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

**Our purpose:** To inspire people, enliven communities and confront injustice

**Our values:** We are imaginative, respectful, compassionate and bold

### 1. Position purpose

Program the timely and effective use of human resources to deliver major projects such as fundraising appeals, marketing campaigns, major publications, events, advocacy and communications activities.

Collaborate with Project Leaders and the Creative and Digital teams to advise, implement and monitor workflow. Communicate project scheduling and progress to stakeholders and maintain the systems that support workflow.

### 2. Scope

**Budget:** nil

**People:** nil

### 3. Relationships

#### Internal

- Community & External Relationships division members
- Executive Leadership Team
- Senior managers across the organisation

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#### External

- Suppliers (printers, av, caterers etc)
- Sister agencies in the Uniting brand
- Other Uniting Church agencies and organisations

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## 4. Key responsibility areas

### Project coordination

- Coordinate the development of project plans that respond to briefs received from the division
- Maintain and monitor project scheduling - tasks, timeframes and interdependencies
- Problem-solve solutions to deviations or disruptions to project scheduling
- Collaborate and communicate with stakeholders to deliver project objectives
- Work in collaboration with key stakeholders to ensure engagement and timely response in accordance with deadlines
- Ensure appropriate documentation of all project activities
- Ensure resources and equipment are available
- Contribute to post-implementation reviews
- Where necessary, negotiate with external suppliers such as Uniting's print supplier
- Provide support to managers and business leaders as required

### People and teams

- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships
- Promote and maintain a positive, respectful and enthusiastic work environment

### Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health and safety) and mandatory training specific to position.

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## 5. Person specification

### Qualifications

- Tertiary qualification in business administration, marketing, communications or equivalent experience in a similar role

### Experience

- Experience using project management systems and workflow / collaboration software
- Experience mapping actions, timelines and dependencies from a work brief
- Experience collaborating and communicating with multiple cross-functional stakeholders

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- Excellent verbal, written and presentation skills
- Familiarity with fundraising is highly desirable
- Print production experience is highly desirable
- Community services/not-for-profit experience is highly desirable

### Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values
- **Time Management:** ability to prioritise and maintain multiple schedules
- **Problem-solving:** ability to adapt to delays or roadblocks to a plan, and to identify risks and make contingency plans
- **Communication and Stakeholder engagement:** ability to maintain effective communication with stakeholders across different levels of the organisation
- **Project management:** proven capability to establish, maintain and monitor concurrent complex project plans

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## 6. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

**This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.**

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## 7. Acknowledgement

**I have read, understood, and accepted the above Position Description**

### Employee

Name:

Signature:

Date: