

Position Description

Coordinator, Projects



Australian
Rural Leadership
Foundation

Position description: Coordinator, Projects
Two-year contract with possible extension
This position is based in Canberra or Brisbane

Approval date: 5 January 2021

Context

The Australian Rural Leadership Foundation (ARLF) designs and delivers leadership programs and initiatives to support thriving regional, rural and remote communities. Established nearly 30 years ago, the ARLF is an independent, not-for-profit organisation with both a national and international footprint. We rely on the financial support of the community, business, philanthropic and government sectors.

Position objectives

The primary objective of this position is to implement a project management approach for the delivery of quality leadership programs and initiatives.

Duties and responsibilities

- managing all administrative functions of a project or program and coordination of meetings and correspondence (including the recording of decisions and next steps)
- providing support as a key contact point for all project stakeholders relating to outcomes, timelines, issues and points of escalation
- creating and implementing a schedule of outputs, deliverables and milestones
- providing daily support to project team as directed.
- assisting the Project Lead with budgeting and regular reporting, including the collection and analysis of project data
- maintaining project and stakeholder records including the Foundation's E-Tapestry database, email correspondence as well as preparing reports and communications as required
- working as a member of the Foundation team to assist and support other staff as required, contributing to the broader role and aims of the organisation

Organisational Relationships

The occupant of this position:

- is accountable to the Chief Executive
- works under the direction of and is managed on a day-to-day basis by the nominated Project Lead
- is required to work collaboratively with other ARLF staff

Delegations and Authorities

- Limited financial delegations and authorities are associated with this position as outlined in the Delegations Framework.
- The occupant of the position will assist in the monitoring of specified budget information for designated projects and programs and is required to certify invoices in relation to the availability of funds.

Conditions of Employment

Detailed conditions of employment are set out in the Foundation's Employee Manual. From time to time there may be an increase in weekly hours and the requirement to perform higher duties. The requirements listed below are representative of the knowledge, skills and/or ability required.

About You

You are an excellent communicator with the ability to develop and maintain strong relationships. You have an eye for detail and have experience in meeting hard deadlines. You will help our team make an impact in regional, rural and remote Australia.

1. work experience as a Project Administrator, Coordinator or similar role
2. hands-on experience with technical documentation, including schedules and flowcharts
3. knowledge of project management software and related systems
4. excellent time management and organisation skills
5. attention to detail to monitor and control project variables
6. competent communication skills engaging with a diverse stakeholder base
7. ability to motivate a team and make sound decisions
8. motivation to achieve targets and foster a cohesive team environment

The Australian Rural Leadership Foundation values diversity in our workplace and encourage people from all backgrounds, abilities and identities to apply. Please note that you must have the appropriate right to work in Australia to be eligible for this role.

Additional requirements

1. Work outside normal hours may be required.
2. Occasional interstate travel may be required.

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