

PROJECT MANAGER, ENGAGEMENT AND INCLUSION

About the Company

We are a leading independent not for profit community organization. We embrace innovative service approaches and have over 40 years' combined experience in providing services to local people. We build community capacity and resilience. Our team consists of over 200 staff and almost 335 passionate volunteers.

About the position

We are currently recruiting for Engagement and Inclusion Project Manager to oversee the facilitation of community development projects that increase the capacity of people from Aboriginal and Torres Strait Islander Backgrounds.

Working with Manager Aboriginal Services your responsibilities will include the development of partnerships and pathways that will assist people from Aboriginal and Torres Strait Islander backgrounds to gain employment and increase their wellbeing by providing consultancy services to private, public and NFP sectors.

Another key aspect of this position will be to win grants and funding for early intervention through community engagement.

This position may be offered as either full time or part time depending upon the skills and experience of the successful applicant.

Essential experience or skills

- Demonstrated capacity to identify and meet the needs of people from an Aboriginal and Torres Strait Islander community
- Project management of complex social cohesion projects in a diverse urban community
- Facilitation skills and leadership experience with diverse cultural groups , specifically Aboriginal and Torres Strait Islanders
- Demonstrated capacity to design and measure innovative initiatives to meet individual and community needs
- Experience in evidenced based practice
- Previous success in developing and winning grants

Desirable criteria

- Community development or health education experience
- Strong community networks in the Central and South eastern Sydney region
- Knowledge and understanding of the health systems
- Awareness of the NDIS and MY Aged Care

Benefits:

- Competitive salary with salary sacrifice options.
- Family friendly environment with flexible work options.
- Career development and training.
- Excellent employment conditions.

We believe in our workforce getting the work – life balance right. We offer flexible work options and we invest in our workforce's professional development. Over 92% of staff and volunteers proud to tell people they work with us and over 96% understanding how their work benefits our clients and the community.



The successful candidate must undergo a National Police Clearance prior to commencement. As an EEO employer we welcome applications from people of NESB and Aboriginal and Torres Strait Islander backgrounds.

To obtain an information pack visit <http://3bridges.org.au/about-us/people/careers/>

For further details please contact **Sharelene McKenzie on 1300 327 434**. Please forward applications to Amalia.betihavas@3bridges.org.au

Applicants must address the selection criteria above. Applicants who forward resume without addressing the criteria will not be considered.



JOB DESCRIPTION: Project Manager Engagement and Inclusion

POSITION DETAILS

Responsible to:	Manager, Aboriginal and Torres Strait Islander Services
Responsible for:	Aboriginal and Torres Strait Islander Projects and Early Intervention
Objective:	<ul style="list-style-type: none"> • Project Management and facilitation of community development projects that increase the capacity of people from an Aboriginal and Torres Strait Islander background • Community engagement to identify and win grants and funding for early intervention for people from an Aboriginal and Torres Strait Islander background • Development of partnerships and pathways to enable people from Aboriginal and Torres Strait Islander backgrounds to gain employment • Consultancy services to public, private and NFP sectors that increase the wellbeing of Aboriginal and Torres Strait Islander people
Direct reports:	Project team members as required
Indirect reports:	Nil
Location:	Across 3Bridges sites and outreach work
Award:	<u>Social, Community, Home Care and Disability Services Industry Award</u> (SCHCADS Award)
Level:	Senior Service Management position under an Individual Flexibility Agreement
Hours per week:	38 hours per week – May consider part time arrangement for right applicant



PURPOSE OF POSITION

To lead the design and sustainable delivery of early intervention initiatives for Aboriginal and Torres Strait Islanders and to develop new targeted services with the Manager Aboriginal and Torres Strait Islander Services .

SELECTION CRITERIA

Mandatory qualifications

- Current drivers' license and access to a comprehensively insured motor vehicle.
- Valid working with Children Check clearance.
- Criminal history clearance

Essential experience or skills

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PERSONAL ATTRIBUTES

- Promotes team work and collaboration
- Shows respect and understanding of diverse views and opinions
- Develops a wide network to facilitate activities and further own and team knowledge
- Values continuous improvement and innovation

KEY RESPONSIBILITIES



- Project Management and facilitation of community development projects that increase the capacity of people from an Aboriginal and Torres Strait Islander background
- Community engagement to identify and win grants and funding for early intervention for people from an Aboriginal and Torres Strait Islander background
- Development of partnerships and pathways to enable people from Aboriginal and Torres Strait Islander backgrounds to gain employment
- Consultancy services to public, private and NFP sectors that increase the wellbeing of Aboriginal and Torres Strait Islander people

Financial management

- Manage projects to lead into a sustainable service with agreed outcomes
- Drive a culture that is keen to create the best outcomes for participant and the business.
- Achieve optimal profitability across services ensuring expenditure is within operational budgets.
- Manage income and expenditure ensuring revenue growth and management of expenses for all services.

Work health and safety

- Ensure compliance with Work Health and Safety legislation, regulations and organisational policies and procedures across all services.
- Oversee risk management framework and procedures to minimize risk to children, parents / carers and staff.

National Standards

- Ensure all services fully embrace and comply with the relevant industry standards; eg Disability, Aged and RTO requirements

Human Resource Management

- Oversee project staff recruitment, selection in collaboration with the Project Sponsor.
- Introduce, model and measure a strong staff performance management system.
- Identify and act on training needs and career development opportunities for team members.

Continuous improvement

- Oversee quality assurance program across all projects.
- Identify obsolete and inefficient practices and lead the implementation of change and best practice.
- Review the quality and integrity of data as it relates to your business.

Customer satisfaction

- Establish measures, compile and report on client satisfaction with services.



ORGANISATIONAL RESPONSIBILITIES

- Active and efficient member of the TEI and Aboriginal and Torres Strait Services teams.
- Provide input to the directions for projects and services and oversee implementation of relevant components.
- Ensure that Quality Assurance and Quality Management Standards are incorporated into service delivery.
- Maintain an understanding of community/client needs and engage in planning, strategic direction setting and implementation of new directions.
- Communication and reporting to the Director Community Capacity , The Manager Aboriginal and Torres Strait Islanders and to project team members.
- Develop systems to collect information required for reporting and planning, oversee implementation and prepare reports.
- Develop and oversee organisational and service promotion.
- Decision-making, reporting and other responsibilities within agreed delegations, in relation to services and programs.
- Operate within the Quality Management System, Procedures and Manual (ISO 9001:2015).

ORGANISATIONAL VALUES

The following corporate values and behaviours underpin the working environment at 3Bridges Community and assist us in delivering our vision:

Values	Behaviours
VIBRANT by being energetic and engaging.	<ul style="list-style-type: none"> • Seeking opportunities to do better. • Building inclusive relationships. • Learning and growing with our community.
OPENNESS by being welcoming, honest and transparent.	<ul style="list-style-type: none"> • Open in sharing knowledge and information. • Open to new ideas and ways of working. • Integrity in all we do.
INNOVATION in driving new ideas, opportunities to build a better community.	<ul style="list-style-type: none"> • Advocating for the community. • Leading change. • Continually improving
COLLABORATION by embracing new ideas, teamwork and partnerships.	<ul style="list-style-type: none"> • Working as a team. • Delivering valued services for our community. • Respecting differences.
EXCELLENCE through being recognised as	<ul style="list-style-type: none"> • Striving to be the best we can.



Values	Behaviours
leaders in the community.	<ul style="list-style-type: none"> Quality is a part of everything we do. Professional performance.

BACKGROUND CHECKS

- Working with Children Check – Yes
- Police Criminal History Check – Yes

ORGANISATIONAL STANDARDS AND EXPECTATIONS

- Behaviour and Code of Conduct – HRF09
- Privacy and Confidentiality Agreement – FRF20
- Organisational policies and procedures including Financial, Operational, Risk Management, Quality Management,
- Decision making and delegation matrix.
- Quality management System, Procedures and Manual (ISO 9001:2015).
- Aspire to and support the organisational values and vision.
- 3Bridges Community strategic plan.
- Relevant Business Plan.

RELATED DOCUMENTS

- Contract of employment
- Key performance indicators

Approved: Director, Community Capacity – Feb 2019



Agreement

I, _____, have read and understand my obligations as outlined in this position description.

I agree to abide by the 3Bridges Community's Code of Conduct and Behaviour, Privacy and Confidentiality Agreement and Work Health and Safety Policies and Procedures.

Name: _____

Signature: _____

Date: _____

*A signed copy of this position description must be returned to the **Coordinator HR, WHS and QA.***

