

Project Lead

Position Description

Reporting to:	Team Leader	Work location:	Carlton
Department:	54 reasons	Budget holder:	No
Team:	Southern States	Direct reports:	Nil

About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. With operations in every state and the NT, our services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

Role Purpose

The key focus areas for the Project Lead are:

- Project design (depending on implementation stage of project), planning and coordination
- External communication and stakeholder management
- Ongoing monitoring and evaluation of project outcomes

Key Areas of Accountability

Project design and coordination

- Review and/or prepare project concept notes, proposals and design documents, ensuring high quality standards are met
- Explore the potential for the development of new projects and strategies
- Oversee and coordinate the effective planning, implementation of the project, in line with contract requirements, project objectives and organisational policy and guidelines
- Use co-design and strengths-based approaches to develop project plans in consultation with relevant internal and external stakeholders

Communication and stakeholder management

- Manage communication and effective information dissemination with project partners and stakeholders, maintaining positive relations
- Where relevant, build relationships and networks with the local community, including the Aboriginal and CALD community, to ensure community engagement and participation
- Liaise regularly with the Team Leader to ensure timely communication and resolutions of operational issues and concerns

Project monitoring and evaluation

- Develop and maintain a high standard of progress reporting and data collection
- Work with relevant stakeholders to ensure development and implementation of effective monitoring and evaluation frameworks
- Monitor and oversee financial tracking of the project, to ensure effective, efficient and timely performance of financial functions of the contract

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training



- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

Person Specification

Essential knowledge or experience

- Experience in project coordination and implementation in a community development setting
- Demonstrated skills, knowledge, understanding and experience working with culturally diverse communities, Aboriginal and Torres Strait Islander families]
- Proven record of coordinating complex projects with a diverse range of stakeholders
- Knowledge of community development principles and practices
- Highly developed interpersonal, facilitation, presentation, communication and consultation skills
- Ability to liaise with and present to a diverse range of people and stakeholders
- Strong time management and organisation skills
- Ability to work under pressure and to tight deadlines
- High levels of attention to detail and quality
- Experience in report writing

Desirable knowledge or experience

- Contract management experience
- Experience in community consultation
- Experience in financial management and preparation of funding proposals
- Knowledge of children's rights and child-centred development

Required qualifications and/or accreditations

- Relevant degree qualification in Community Development, Psychology, Education, Early Childhood, Social Work or a related field, or significant equivalent experience

Additional Information

- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

Driver's Licence:

Preferred

Travel:

Within Victoria

Working with Children Check:

Required

Assets:

Laptop