

Project Lead

Position Description

Reporting to:	Team Leader	Work location:	Sydney
Department:	54 reasons	Budget holder:	No
Team:	Youth Resilience and Support Service	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. Our operations and 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.

From our 54 Reasons Practice Framework to our culture where you will feel valued, belong and make a difference for children, 54 Reasons is truly a place you will **learn and grow**. Find out more about *Our Promise* to Children and Young People and how our Practice and Impact measurement team works to ensure the provision of high quality, contemporary and inspiring service, practise and outcomes that meet and exceed client needs. [Our Approach – 54 reasons](#)

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

Role Purpose

The key focus areas for the Project Lead are:

- Project design, implementation, planning and coordination and monitoring of data and finances
- External communication and stakeholder management
- Ongoing monitoring and evaluation of project outcomes

Here your skills will be valued

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 [Child Safeguarding Policy](#) and [Code of Conduct](#)
- 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

All roles at Save the Children contribute to our impact for children

At Save the Children and 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring to this role:

Essential knowledge or experience

- Experience in project coordination and implementation in a community development setting
- Demonstrated skills, knowledge, understanding and experience working with young people and families impacted by critical incidents, including trauma-informed engagement, crisis response coordination, culturally safe practice]
- 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 in a project lead role
- Significant experience designing, implementing, and evaluating support programs, using data, feedback, and evidence to drive service improvements, while identifying gaps and developing strategies that strengthen resilience and recovery

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:	Required	Travel:	Limited travel required around Sydney area
Working with Children Check:	Required	Assets:	Laptop/phone