

Agile Project Coordinator

Position Description

Reporting to:	Head of Strategy and Data	Work location:	Melbourne or Brisbane
Department:	Supporter Engagement	Budget holder:	No
Team:	Supporter Engagement	Direct reports:	Nil

Role Purpose

The Agile Project Coordinator is responsible for supporting the successful delivery of initiatives within Save the Children Australia's Supporter Engagement portfolio. Reporting to the Head of Strategy and Projects, this role will play an active part in a range of small and large scale projects in a fast-paced and innovative environment.

A key focus initiative for the role will be the evolution of our national retail network, including the roll out of our volunteer application, multiple process improvements and expansion through the addition of new large-format stores across Australia.

A results-driven person and creative problem solver, the Agile Project Coordinator will have the ability to manage multiple initiatives across different teams and with varied stakeholders. They will engage in projects from beginning to end - from understanding the requirements and helping define solutions, to driving implementation in line with the project timeline.

Key Areas of Accountability

Project and initiatives

Successfully coordinate and support projects and initiatives within the fundraising and retail portfolios, including:

- Working with team members to plan out project tasks and create a roadmap (timeline) for delivery
- Driving and monitoring delivery in line with the agreed roadmap
- Identifying and flagging potential risks, issues, scheduling conflicts
- Coordinating and facilitating project team meetings including planning sessions, stand ups and reviews
- Communicating project progress by providing updates and reports to stakeholders, clearly calling out successes, risks and changes
- Assisting with the development of outlines, rationales and business cases
- Gathering and consolidating background information and requirements using collaborative workshops or written briefs
- Assisting with the investigation into solutions and opportunities, considering risks, benefits and business impacts
- Modelling adherence to the tools and processes of our agile project framework

Health, safety, security, and risk management

- Be a role model for safety and security, including complying with all safety instructions and training given at the workplace
- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace
- Participate in, and contribute to, health and safety awareness and improvements
- Report all incidents, injuries and potential hazards in a timely manner

- Be aware of, and consider, the risks associated with your team's everyday work and ensure appropriate 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 driving the successful delivery of projects or initiatives using Agile delivery methods
- Excellent communication, collaboration and facilitation skills, including working with senior stakeholders
- A talent for planning, organising, and coordinating team members and resources
- A high level of attention to detail and a proactive mindset

Additional Information

- Any offer of employment at Save the Children Australia 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
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence:	Not required	Travel:	Nil required
Working with Children Check:	Required	Assets:	Laptop
Classification Level:	Individual agreement		