



POSITION DESCRIPTION

NAME: To be appointed
JOB TITLE: Project Manager
DEPARTMENT: Fundraising
REPORTS TO: Chief Marketing and Fundraising Officer
LAST DATE REVIEWED: Jan 2019

JOB SUMMARY

In 2018 Children's Cancer Institute embarked on an ambitious 5-year strategy to grow our marketing and fundraising capability to support the significant growth in research groups and activity. This strategy aims to achieve sustainable funding by acquiring more supporters and donors, deepening their engagement with our cause and growing positive, mutually rewarding relationships to optimise their life-time value. To do this we must leverage new technologies (CRM, automated marketing, digital) that enable us to manage our data, identify and predict consumer behaviours and deliver the right messages, to the right customer, via the right channel at the right time. We need our supporters to feel personally valued and motivated to join us in moving closer to curing every child of cancer, and so we are calling this the 'Journey of One'.

In addition to the implementation of these technologies, the Journey of One will require a change in how we work as a team with a new respect for adherence to processes, a willingness to embrace change with innovations and a unified culture across the team.

This role will provide essential support to the Chief Marketing and Fundraising Officer in the rollout of the Journey of One program and will provide support and guidance to the wider Marketing and Fundraising teams in the areas of project management, project prioritisation and general project management guidance.

The Project Manager will be required to work with all areas of the Fundraising & Marketing departments to ensure key projects are delivered on time, on budget and of a high quality. The Project Manager will be responsible for ensuring that best practice project management methodologies are being followed by all areas of the department. Supported by the Project Co-ordinator, they will work with the Chief Marketing and Fundraising Officer on the design and rollout of the departments project management methodologies, processes and templates to the wider department.

The Project Manager will be required to work with other departments in the Institute including the Technology Services Group, Finance Department and the Strategy Implementation Office. The Project Manager will be responsible for ensuring projects that are cross department dependant are delivered on time, on budget and of a high quality. The Project Manager will need to be able to build strong relationships across the Institute and work with key stakeholders at all levels. The Institute currently runs multiple project



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methodologies including Agile and Waterfall, and so the Project Manager will need to have knowledge of several methodologies and will be required to integrate the various methodologies into their reporting and timelines for the Journey of One program.

PRIMARY TASKS / RESPONSIBILITIES

- Responsible for overseeing and managing the Journey of One program delivery
- Responsible for managing and delivering multiple projects including the budget management for these.
- Assisting the Chief Marketing and Fundraising Officer in design and rollout of the departments project management methodologies, processes and templates
- Responsible for designing, developing and delivering a visual program roadmap
- Responsible for working with departments outside of the Fundraising & Marketing teams to ensure any cross-department projects are included in the program delivery and all relevant information is provided to the teams as needed
- Management of external vendors engaged within the scope of the project
- General project management guidance to the wider team
- Ensure alignment with the part-time Project Co-ordinator in terms of actions and priorities.
- In conjunction with the Project Co-ordinator, preparation of the weekly, monthly and quarterly status updates and reports as required

KEY SKILLS

- Passion for dealing with people
- Stakeholder management (internal and external)
- Solutions and task focussed
- Project Management – Waterfall, Agile
- Excellent verbal and written communication
- Experience with Project Management tools
- Experience in using Microsoft Office 365
- Experience defining and documenting policies and procedures
- Analytical with strong attention to detail
- Ability to work autonomously and collaboratively
- Team player with energy and enthusiasm
- Empathy with others
- Challenges and exceeds expectations
- Proactive in identifying and acts on opportunities and threats
- Excellent time management skills, and the ability to successfully manage competing priorities

EXPECTED OUTPUTS

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- Delivery of the Journey of One project program – including a visual roadmap of dependencies and interactions
 - Delivery and implementation of the Fundraising and Marketing methodologies, processes and templates
 - Delivery of the Journey of One project program reports – weekly status updates, risks and issues etc
 - Delivery of successful projects – on time and in budget
 - Building and fostering of strong relationships within the various business areas

MINIMUM REQUIREMENTS

Qualifications

- Industry Certification as a Project Manager, tertiary qualifications in Business or the equivalent in work experience.

Experience

- Demonstrated (3+ years) working in a project management capacity (PMBOK, Prince2, Agile)
- Superior analytical and computer skills
- Strong time management, organisational and communication skills
- Business Analysis skills desirable

General Requirements

- Demonstrated communication skills
- Demonstrated customer service skills
- Capability to work across multiple business levels
- Excellent attention to detail
- Ability to multi task
- Ability to work under tight deadlines
- Ability to work autonomously
- Team player

CCIA policies applicable

- Code of Conduct
- Code of Ethics
- Fraud Prevention
- Occupational Health & Safety

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- Appropriate Workplace Behaviour
 - Privacy

SERVICE STANDARDS

Telephones & Email

- Respond to emails in 48 hours

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all CCIA Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of CCIA Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs

W H & S

- Must adhere to all WHS policies and procedures
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: **Chief Marketing and Fundraising Officer**

Departmental Structure: See organisational chart



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Note: Reporting Structure may change subject to management decisions and business requirements.

APPROVED BY

All parties below need to approve by signature and date.

Chief Marketing & Fundraising Officer

Date: __/__/____

Head of People & Culture

Date: __/__/____

Project Manager

Date: __/__/____