

POSITION DESCRIPTION

POSITION: Inclusive Play Project Manager

DATE: May 21

LOCATION: Artarmon

REPORTS TO: Head of Inclusive Play (HoIP)

EMPLOYEE'S SIGNATURE: _____

EMPLOYEE NAME: _____

ROLE OVERVIEW

Reporting to the Head of Inclusive Play, the Inclusive Play Project Manager is responsible for supporting the delivery of our inclusive play strategy and project manage Variety Livvi's Place inclusive playspace projects to enhance Variety's position as a leading children's charity.

The role is accountable for supporting the positioning of Variety as a leader in inclusive play and the planning, design, implementation, and tracking of the construction of site specific inclusive playspaces nationally.

Annual KPIs for this role will be agreed based on the Strategic Plan, the Annual Business Plan and the Principal Accountabilities below.

This role is a full-time position.

PRINCIPAL ACCOUNTABILITIES

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| Project Management | <p>Planning</p> <ul style="list-style-type: none">• Define the scope and time frame for the project in collaboration with team and key stakeholders• Determine the resources (time, money, equipment, etc) required to complete the project• Develop a plan for project completion that effectively allocates the resources to the activities• Review the project plan with HoIP and all other staff that will be affected by the project activities• Sit on various Project Control Groups (as applicable) <p>Implementation</p> <ul style="list-style-type: none">• Deliver expertise in the Variety Livvi's Place inclusive playspace creation model and process. |
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| | <ul style="list-style-type: none"> • Share expertise in community engagement and inclusive design and support capacity building of all those we work with on projects. • Execute Variety's obligations to the project according to the project plan • Set up files online to ensure that all project information is appropriately documented and secured • Develop and update forms and records to document project activities • Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project • Establish a communication schedule to update stakeholders including appropriate staff in the organisation on the progress of the project • Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards • Ensure Design Review checklists are completed and shared amongst each project's stakeholders <p>Control</p> <ul style="list-style-type: none"> • Communicate with stakeholders -as outlined in relevant MOU's • Monitor all approved project expenditures • Monitor project budgets and report actual cash flow and variance to HoIP on a regular basis (monthly/bimonthly) • Manage all project funds according to established accounting policies and procedures • Ensure that all financial records for the project are up to date • Write reports on the project for Variety management and for stakeholders • Prepare financial reports and supporting documentation for funders as outlined in funding agreements where required to acquit for sponsors, grants, donations etc. <p>Evaluation</p> <ul style="list-style-type: none"> • Ensure that the project deliverables are on time, within budget and at the required level of quality • Evaluate the outcomes of the project as established during the planning phase |
| Strategy | <ul style="list-style-type: none"> • Support delivery of strategic direction across inclusive play • Identify opportunities to increase Variety's position as a leader in inclusive play within internal and external communities • Collaborate with the Head of Inclusive Play across all fundraising initiatives including government & community grants and corporate partnerships |
| Relationships | <ul style="list-style-type: none"> • Build strong networks in associated sectors to inclusive play such as council and corporate stakeholders, landscape architects, community groups and suppliers • Work collaboratively with all internal and external contacts, to promote the work we do within Variety and externally to gain traction for upcoming activities and strategies |

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| | <ul style="list-style-type: none"> Stakeholder engagement with internal and external contacts such as subject matter experts, community organisations, donors, partners, supporters, fundraisers, volunteers, suppliers, kids & families, the Board and internal staff to maintain effective communication at all times Nurture and maintain existing relationships for future growth and development of Variety |
| Teamwork | <ul style="list-style-type: none"> Work collaboratively with the inclusive play team supporting each other to achieve determined objectives Be supportive and encourage others in the team Help to build co-operation by setting an example and showing a flexible responsive and adaptable approach to delivering personal and team tasks and results Contribute to building team morale as an active participant |
| Values and Behaviours | <ul style="list-style-type: none"> Demonstrate the values of equality, community, action and joy in all interactions internally and externally Fulfil the role in line with the agreed behaviours that deliver on our values |
| Research & Recommendations | <ul style="list-style-type: none"> Provide guidance and support to the Head of Inclusive Play in determining inclusive play opportunities. Identify approaches to inclusive play that leverage Variety resources and provide economies of scale |
| Networking and Professional Development | <ul style="list-style-type: none"> Maintain positive relationships with key contacts Exchange information with the team collaboratively Develop a mutual knowledge base and understanding with staff in other departments which can be drawn upon in the future Keep up-to-date with current and relevant Local, State and Federal Family, Health and Disability services available and maintain a comprehensive database of community care sectors, including funding and policy protocols, accreditation, standards and processes Attend/participate in relevant meetings, events and forums |
| Results focused | <ul style="list-style-type: none"> Setting high standards of performance for self and others Assuming responsibility and accountability for successfully completing assignments or tasks as required Reporting against the strategic plan |
| Other accountabilities | <ul style="list-style-type: none"> EEO and WH&S – responsible for ensuring compliance with all Equal Employment Opportunity and Workplace Health & Safety requirements and keeping the workplace safe and hazard free at all times Other reasonable duties as required Ensure Variety is promoted in a positive manner at every opportunity. Adheres to Children and Young Persons (Care and Protection) Act 1998 (NSW) |

KEY SKILLS and COMPETENCIES REQUIRED

- Passion for making a difference to kids and their families
- Ideally experience in the construction/ local government /or not-for profit sector
- Experience managing multiple and complex projects at one time (ideally construction based)
- Tertiary degree in a relevant discipline and/or relevant equivalent work experience
- Proven strong coordination, organisational and administrative skills
- Excellent verbal communication and interpersonal skills – Ability to make change
- Ability to work under tight deadlines on high profile and results-oriented projects
- High level of integrity and ability to maintain confidentiality
- Proven strong coordination, organisational and administrative skills
- A demonstrated proactive customer service attitude
- An ability to show empathy and work sensitively with kids & families
- Demonstrated knowledge of databases and online communication platforms and research tools
- Working with Children Check