



# Project Etico Australia Limited

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**Job title:** Project Manager (Part-time)

**Reports to:** Project Etico Australia Board of Directors

**Salary & Conditions:** Remuneration will be based on experience and will be discussed during the interview. The candidate would ideally start in early February and work together with the current Project Manager for approximately one month.

## **About Project Etico Australia**

Project Etico Australia (Etico) is an Australian registered charity established in 2018 as part of the worldwide expansion of Albergo Etico, an innovative social enterprise model born in Italy in 2009.

Etico will soon be opening the first Australian hotel run by people with intellectual disabilities. The new social enterprise will offer exceptional service provided by very special staff. Our hotel will provide a safe and supportive environment where professionals of the hospitality sector will train young people with intellectual disabilities and support them in becoming independent adults ready for open employment.

## **About the role**

The Project Manager is a key position for Project Etico Australia. Following the directions given by the Board, the Project Manager will plan and coordinate the opening of the first hotel run by people with intellectual disabilities in Australia.

The Project Manager will work 24 hours per week (ideally over 5 days but this is negotiable). The position is for a fixed term of 6 months.

Due to the start-up nature of Project Etico Australia, this is a role that requires very strong organisational and time management skills, the ability to work independently, and the ability to juggle multiple tasks.

The Project Manager is the first point of contact of Project Etico Australia. The Project Manager manages the relationships with key stakeholders such as donors, hospitality, training partners and other organisations of the community sector, participants with intellectual disabilities and their families. The ability to work harmoniously with people from diverse cultures and backgrounds is essential.

Project Etico Australia is a start-up and doesn't have physical headquarters yet. The project Manager will be working from their home office or other preferred location. The Board meets regularly in Sydney CBD and for this reason the role is based in Sydney but travel to the Blue Mountains, where the hotel will be located, is often required.



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## **Purpose of the role**

- Working under the supervision of the board, the Project Manager will plan and coordinate the opening of the first hotel run by people with intellectual disabilities in Australia;
- Develop the hospitality structure of the hotel in collaboration with the Hotel Manager;
- Develop the NDIS structure of the project in collaboration with the NDIS manager;
- Develop the training structure in collaboration with the Hotel Manager, the NDIS Manager and a Registered Training Organisation;
- Interview and select the first intake of participants for the project;
- Manage relationships with donors, hospitality, training partners and other organisations of the community sector;
- Develop, coordinate and deliver sustainable and ethical fundraising campaigns;
- Be the first point of contact of Project Etico Australia, manage website and social media and relation with media.

The role is based in Sydney but travel to the Blue Mountains, where the hotel will be located, is required.

## **Knowledge and experience**

- Demonstrated project management experience: can create and deliver against a project plan to ensure all project phases proceed on time and are of a high quality;
  - Tertiary studies in Management, Community Services, Not-for-Profit Management or related disciplines;
  - Ability to work independently;
  - Strong operational skills and experience coordinating people and partners to achieve complex outcomes;
  - Exceptional time management and organisational skills;
  - Flexibility and open mindedness to work in an innovative startup;
  - Experience in operational and basic financial management and reporting;
  - Effective stakeholder management skills;
  - Strong written and verbal communication skills
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- Highly desirable: Experience in the disability sector and knowledge of the NDIS;

## **HOW TO APPLY**

Written applications **MUST** include a covering letter that addresses the selection criteria, your resume and two referees you are happy for us to contact.

Forward applications to: Linda Castellazzi, [admin@projecteticoaustralia.com](mailto:admin@projecteticoaustralia.com)

## **Contacts**

Linda Castellazzi - Project Etico Australia Project Manager – [admin@projecteticoaustralia.com](mailto:admin@projecteticoaustralia.com)  
0423 283 476



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## **OUR COMMITMENT TO DIVERSITY**

At the Project Etico Australia, we embrace differences in gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. We know that diversity and inclusion helps us to attract, recruit, engage and retain a team of talented people.

We encourage people from Aboriginal and Torres Strait Islander and culturally diverse backgrounds to apply. If you require specific support to apply for this position, please advise us by contacting Linda on [admin@projecteticoaustralia.com](mailto:admin@projecteticoaustralia.com). We will work with you to identify the best way to assist you.

The successful applicant must:

- undergo a Working with Children Check and Police Check prior to commencement;
- be subject to an initial two-month probationary period.





