



Elder Abuse Action Australia

## PROJECT MANAGER DESCRIPTION

### ABOUT EAAA

The Elder Abuse Action Australia (EAAA) is the national voice for eliminating elder abuse.

Funded by the Attorney General's office, EAAA aims to address elder abuse and protect the rights of older Australians at both the grassroots and macro level.

EAAA believes in the rights of older Australians and our actions seek to eliminate elder abuse. Our campaigns, advocacy and policy development positively impact the lives of older Australians and their families, our communities and broader society.

We work with State and Territory bodies and authorities, sharing and co-ordinating information to develop a national understanding, framework and response for elder abuse.

### Our mission

Be a national voice for action that eliminates elder abuse

### Our vision

A society that respects and values older Australians, and is free from elder abuse

### Our commitment

We are committed to:

- Social justice and the rights of older people
- Respect for difference and inclusion
- Community collaboration to eliminate elder abuse
- Accountability and integrity
- Evidence-based practice and research
- Innovation and forward thinking

<https://eaaa.org.au/>

### PROJECT MANAGER

#### Role summary

EAAA requires a Project Manager who will be primarily responsible for the execution of key contract deliverables including stakeholder engagement/community development, operational and governance activities and reporting. This role will be a part time consultant (4 days a week) until June 2021 with the option of a twelve-month extension. Additionally,



this role will work closely with the Executive Officer, and act as the second in charge from time to time.

This role will be critical in getting program management and national support elements on a solid footing from the outset. EAAA is a new business and requires innovation and flexibility in this position combined with a passion for the rights of older people.

The Project Manager will assist in developing the work programs, including the design of a robust project management framework, setting of priorities, monitoring of key project milestones and managing the process from start-up to initial implementation. Furthermore, the incumbent will identify the requirements needed in the short to medium term to facilitate both the ongoing development and refinement of EAAA's operational priorities.

This position will also be required to engage with key internal and external stakeholders on the development of partnerships, programs, coordination of activities, and ensuring contract requirements are maintained.

## **POSITION CONTEXT**

Reporting to the Executive Officer, the Project Manager is an integral part of the team, working to ensure key outcomes are achieved and leveraging partnerships that are critical in supporting effective program delivery.

The Project Manager is a highly experienced and innovative professional, with the capacity to adopt a strategic and consultative approach to project development, implementation, monitoring and evaluation.

## **EAAA PROJECTS AND PRIORITIES**

### **EAAA Operations**

- Contract and funding to June 2022 with Commonwealth Attorney General
- Policy development, systemic advocacy and stakeholder engagement
- Membership promotion and management
- Reporting and contract compliance and reporting

### **Compass**

- Knowledge hub on the topic of elder abuse
- Contract and funding to June 2022 with Commonwealth Attorney General
- Outsourced digital agency for technical development of the site – Wunderman Thompson
- Dedicated outsourced agency for content management – Leading Hand Design

### **7th National Elder Abuse Conference – February 2022**

- 14-15 February – 2-day conference at the Wrest Point Conference Centre
- 16 February - Community and membership forum

## **KEY RESPONSIBILITIES/OUTCOMES**

- Assist in defining project scope and implementation plans in consultation with the EAAA team to ensure objectives are delivered in a timely and structured manner.
- Monitor and report on project milestones and delivery schedules.

- Identify, negotiate, plan and allocate the resources required to successfully complete EAAA's work, within budget.
- Assist in the development of core program elements for EAAA including but not limited to data development, policy, quality, education and training, and performance.
- Manage key stakeholder and service delivery involvement so that EAAA delivers the required outcomes within agreed timeframes.
- Support the Executive Officer on administrative and reporting requirements.
- Assist with budget monitoring and expenditure for EAAA programs, including preparation of reports to the Executive Officer and Board, Program Partners and funders.
- Ensure relevant policies, procedures and guidelines are formulated, communicated and implemented.
- Establish and maintain appropriate accountability and communication structures within the program, ensuring key stakeholders receive regular updates.
- Evaluate the outcomes of the programs as determined during the planning phase.
- Model and demonstrate constructive working relationships and information exchange across the organisation.
- Other duties consistent with the position where required and/or requested by the Executive Officer.

## **SELECTION CRITERIA**

The following criteria must be met for consideration for this position:

### **Essential**

- Demonstrated experience in a project management role (minimum of 3 years) with a sound, practical knowledge of the not for profit sector and project management practices.
- Demonstrated skills and experience in delivering programs that involve stakeholder engagement and advocacy.
- Knowledge and experience working in sectors and roles that support older people.
- Proven track record in stakeholder management, including an ability to build relationships and strategic partnerships.
- Capability in financial/budget management and reporting.
- Experience in contract management and interpretation, ensuring that deliverables are being met by contracted parties.
- Broad understanding of the processes and systems required to develop and support newly established programs.
- Exceptional written and verbal communication skills.
- Well-developed analytical, problem solving and negotiation skills.
- Advanced computer skills required for MS Office programs including Word, Excel, PowerPoint and Outlook.

### **Desirable**

- Degree level qualification in business and/or project management or a related discipline.

- A broad understanding of the issues that impact older people in Australia, including the aged care system and types of elder abuse .

## **EXPECTATIONS**

All EAAA consultants are required to acquaint themselves with the organisation's policies and procedures and to abide by them at all times. It is expected that at all times, you will:

- be respectful towards the organisation, colleagues, clients and the general public
- be cognisant with and uphold the purpose, vision and values of EAAA
- act collaboratively with all colleagues
- act in a safe and responsible manner at all times