



Job Description

Client-Side Project Manager

The Violet Initiative is a social enterprise that positively impacts the last stage of life so that more Australians are better prepared to die well.

Many Australians are not having the end of life experience they want or deserve. Half of the 100,000 predictable deaths each year have regretful outcomes - when things don't go as planned, or there is no plan. Regret is a very personal emotion, but it carries widespread costs for families, businesses, the health system and society.

These costs add up to \$1billion¹ posing a challenge that only increases with our ageing population. Violet guides people through the last stages of a loved one's life. By helping people be better prepared for what tomorrow may bring, they can become more resilient to the vulnerabilities of this stage of life. We deliver targeted and complementary non-clinical support for the caregivers of people in the last stage of their life, supporting acceptance, planning and communication.

Job brief

The Violet Initiative is experiencing a period of accelerated growth, including the delivery of multiple pilot programs in diverse settings. We are looking for an experienced Project Manager to support the delivery of these pilot programs, delivering client training and facilitating referral to our services.

This is an important role at an important growth stage of the business. We are looking for candidates who are

- passionate about social impact
- hungry for a key role within a passionate and highly skilled team, in an organisation on the path to scale.
- highly effective in balancing effective project coordination with excellent stakeholder management, ensuring that customers have a positive experience with Violet.

¹ KPMG Study into the economic cost of regretful death, 2020

Candidate Profile

Ideally, you'll have:

- Extensive project management experience delivering projects on time, within budget and scope
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Background in business skills, management, budgeting and analysis.
- Skilled at getting the best out of the people and projects
- Extensive experience in effective stakeholder management and communication
- Highly aligned with Violet's culture and team values
- Thrive when planning projects and working with project teams.
- Experience working in a health, aged care or community environment desirable.
- Strong working knowledge of Google Suite and PM tools
- PMP / PRINCE II certification is a plus

Behavioural skill-set

The right candidate will demonstrate:

- High EQ
- Practical and communication rich approach to solving business issues
- Proven track record in owning outcomes and driving delivery
- Proactive and friendly
- Track record of being comfortable in different workplace environments
- Collaborative and innovative
- Agility to respond

Responsibilities

You'll be responsible for:

- Excellent stakeholder and client engagement at all levels
- Exceptional coordination of internal resources and third parties/vendors for the flawless execution of projects
- Excellent time management and oral and written communication
- Delivering projects on-time, within scope and within budget
- Developing and managing a detailed project plan to track progress
- Managing multiple, complex projects simultaneously
- Utilising appropriate verification techniques to manage changes in project scope, schedule and costs

- Measuring project performance using appropriate systems, tools and techniques
- Reporting and escalating to management as needed
- Performing risk management to minimize project risks
- Establishing and maintaining collaborative and positive relationships with partners and customers

Conditions

This is a 6-month Contract, based on 4-days per week, with a view to a permanent role.

Violet is a remote-first business. This role will be primarily work-from-home. Some time may be required in Violet's HQ in Martin Place, Sydney, particularly through on-boarding. A laptop will be provided.

Remuneration for the role will be \$90k plus super, pro-rata'd to a 4 day week.