

## Position description

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<b>Title</b>	<b>Project Coordinator – SA Covid Response</b>
<b>Reports to</b>	Relationship Manager SA/NT
<b>Classification &amp; Salary</b>	SCHCADS Level 6 (plus super and salary packaging)
<b>Employment Status</b>	Full time , Fixed term June 30 2021
<b>Primary Location</b>	58 John St, Salisbury, South Australia or working from home as SA resident
<b>Date</b>	December 2020

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### **Good Shepherd Australia New Zealand (GSANZ)**

Our three-year strategy outlines the world we want to see and our role advancing in it. It also speaks to the positive impact we will deliver to support women, girls and families to be safe, secure, strong and connected. We are committed to tackling the issues of our time which adversely affect them. We work to advance equity and social justice and support our communities to thrive.

We seek to increase economic participation and wellbeing, to build resilience, improve safety and bring about system change. We offer microfinance programs and products, financial counselling and coaching, family violence support, family and youth programs, playgroups, education programs and community houses. These services are complemented by research and advocacy to address the underlying structural causes of injustice, exclusion, and inequality.

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### **Role Purpose**

The Project Coordinator will be responsible for managing the **SA Covid Response Project** which has a focus on delivering and promoting Good Shepherd microfinance supports to newly vulnerable individuals, small business and sole traders in South Australia. Reporting to the Relationship Manager SA/NT, the Project Coordinator will co-ordinate the development, implementation, and evaluation of all elements of the project. The project will enhance Good Shepherd's service offerings and achieve the desired outcomes for clients and funders. The Project Coordinator will work in partnership with various internal teams, including the SA Response project team, combining the ability to collaborate and influence others across the organisation to achieve successful project outcomes.

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## **Key Responsibilities**

- In consultation with others, design, develop, plan, and prioritise project actions; including developing clear project plans that articulate a role for each member of the project team
- Use relationships and influence to collaboratively drive projects with subject matter experts across the organisation, and where required, with external consultants or contractors
- Ensure project timeline milestones are met
- Ensure projects are informed by client voice, aiming to achieve client participation
- Develop and maintain collaborative internal and external stakeholder relationships
- Develop and manage budgets allocated to the SA Response project and ensure that project milestones are being met to meet project requirements
- Proactively manage project issues, risks, and opportunities
- Ensure compliance with all relevant financial and legal requirements as applicable.

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## **Responsibilities of Good Shepherd Employees**

### **Strategy**

- Deliver service aligned with team operational plan and Good Shepherd's strategic plan
- Contribute to development of team plan
- Demonstrate understanding of social justice and community capability building concepts

### **People**

- Demonstrate commitment to own learning and development
- Contribute to development of a high-performance team through demonstration of capabilities outlined in Good Shepherd's leadership capability framework
- Participate actively in regular formal supervision
- Share knowledge and practice insights with colleagues
- Take responsibility for own wellbeing

### **Clients**

- Deliver best practice service to clients in line with agreed goals/contribution
- Seek feedback from client/stakeholders/peers in order to reflect and improve on service support for own practice
- Maintain a client-centred approach to service delivery at all times

### **Service Delivery and Operations**

- Deliver all services in line with service standards and program procedures
- Maintain accurate data, information and reporting at all times
- Maintain agreed service level agreements
- Provide timely reporting in line with department requirements
- Other duties as reasonably required

### **Stakeholders**

- Liaise effectively with referral network
- Work collaboratively with other service providers to deliver valued outcomes for clients
- Develop constructive, collaborative relationships with other Good Shepherd team members and departments

### **Compliance**

- Demonstrate behaviour consistent with Good Shepherd mission, values, behaviours and policies at all times
- Maintain agreed quality standards
- Maintain OH&S standards at all times

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### **Qualifications, Experience and Mandatory Requirements**

- PRINCE2 and/or Project Management Professional (PMP) Certification is desirable.
- Experience within a not for profit organisation is desirable
- Employment is subject to:
- Relevant formal qualifications or equivalent demonstrated experience
- A satisfactory Police Check
- A current Working with Children's Check (WWCC) or state equivalent
- Proof of the right to work in Australia
- The above requirements will need to be supplied and verified prior to commencement

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### **Key Selection Criteria**

1. Proven project management, facilitation, advocacy, problem solving and negotiation skills
2. Demonstrated experience engaging with key stakeholders to achieve positive outcomes in the delivery of services
3. Proven experience in working effectively with community groups
4. Proven training and presentation skills
5. Excellent interpersonal and written and verbal communication skills
6. Demonstrated knowledge and understanding of the challenges facing low-income Australians and commitment to promoting financial inclusion
7. Resident of South Australia with the ability to independently travel throughout the state when required
8. Ability to work remotely with minimal supervision during COVID restrictions.

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### **Values & Behaviours**

We are all co-responsible for the delivery of the Good Shepherd Mission and living our values by modelling these behaviours in all that we do.

Value of each person | Reconciliation | Justice | Zeal | Audacity

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## **Additional information**

### **Employment is subject to:**

- Relevant Qualifications/Registration Name
- A current Police Record Check
- A current Working with Children Check (WWCC) or state equivalent
- Proof of the right to work in Australia

### **The above requirements will need to be supplied and verified prior to commencement**

Work Health and Safety (WH&S): All team members are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

**Pre-existing injury:** The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment.

**Equal opportunity:** Good Shepherd is an equal opportunity employer. We recognise the rich diversity of people across Australia. We are committed to ensuring that our team is reflective of the diverse community we serve and to supporting a culture of equity, inclusion and diversity. All team members have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

**Child Safe Employer:** Good Shepherd Australia New Zealand is a Child Safe employer. Employment is subject to satisfactory referee checks, a current employment working with Children Check, National Criminal History check and proof of the right to work in Australia.

**Cultural competency:** Good Shepherd strives to maintain a culturally competent and inclusive workplace. All team members are expected to undergo cultural competence training as part of their professional development plans.

**Salary packaging** is available to all employees.