

# Job description

## National Projects Manager

### Key information

<b>Team</b>	National Projects
<b>Classification</b>	Level 7, Social, Community, Home Care and Disability Services (SCHADS) Award
<b>Full-time equivalent (FTE)</b>	0.6-0.8 FTE, between 22 to 30 hours per week negotiated across 4 or 5 days
<b>Hours</b>	Flexible. Our standard working hours between 7:30am and 6pm local time
<b>Location</b>	Work from home There may be occasional work from a shared office location in your capital city. Interstate travel may be required at times
<b>Reports to</b>	Strategic Projects and Governance Director
<b>Direct report(s)</b>	2-4 project team members

### Who we are

Inclusion Australia is the national representative organisation for people with an intellectual disability and their families. We have worked strategically with passion and dedication for more than 70 years.

We work closely with people with an intellectual disability and families and with our state member organisations. Our vision is that people in Australia with an intellectual disability and their families have their rights respected and have the same opportunities as everyone else.

### The purpose of this job

Our National Projects Manager is responsible for leading the successful delivery of Inclusion Australia's portfolio of projects in line with our vision and strategic goals. The role focuses on the planning, implementation and delivery components of the project lifecycle, including leading project team staff, budget administration, communications, events and promotions.

Working collaboratively with the Strategic Projects and Governance Director and IA's communications and advocacy teams, the National Projects Manager ensures efficient project delivery, alignment with IA's strategic vision, and accessible, proactively promoted communications. The role also applies codesign methods to develop resources and project outputs with staff and partners with lived experience, and builds team capability to strengthen inclusive, high-quality project delivery.

The role also fosters strong relationships with project partners, government representatives and community stakeholders and supports the Strategic Projects and Governance Director in project governance from the contract management stage to reporting and evaluation.

This job description is a guide to your main duties, it is not a complete list of everything you need to do in your role. In addition to the items below, you may need to perform additional duties that are within your role and skill level.

## Key responsibilities

### Project management

- Work with the Strategic Projects and Governance Director and leadership team to design and deliver comprehensive project plans that align with organisational strategy
- Oversee the development and approval of project timelines, budgets, and resource allocation to ensure all projects comply with contractual, legal, and governance requirements, and organisational policies.
- Monitor overall project portfolio progress and provide updates to the Strategic Projects and Governance Director and Deputy CEO.
- Support the development of consistent reporting mechanisms and project documentation across the organisation.

### Managing a team

- Provide leadership and project planning and delivery guidance to the National Projects team.
- Oversee professional development opportunities for project staff and ensure project delivery practices are inclusive, accessible and use participatory and co-design methods.
- Oversee the delegation of project work to support people's strengths and accommodate individual working requirements and meet timelines.
- Use strategic judgement to assess issues, manage risks, and escalate matters through the appropriate governance channels when required.
- Contribute to IA's management team on operational planning, risk management and HR compliance.

### Stakeholder engagement

- Build and maintain positive relationships with key stakeholders, including government representatives, project partners, and community organisations.
- Represent the organisation in discussions with stakeholders to showcase project outcomes and strengthen partnerships that contribute to strategic objectives, including attending meetings, conferences, and public events.

### Communications and advocacy

- Oversee the Everyone Can Work website in consultation with the Communications and Media Manager.

- Lead and facilitate project communications, promotions and engagement activities to ensure consistency, professionalism, and alignment with organisational strategy.
- Work collaboratively with the Communications and Media Manager on resource development and communications for IA projects to promote inclusivity and IA's voice as leader in the intellectual disability sector.
- Support the organisation's advocacy work by ensuring projects generate credible evidence, data, and success stories that demonstrate impact and alignment with government priorities.

### **Monitoring and reporting**

- Prepare and compile regular project reports from external partners and stakeholders
- Support the evaluation and monitoring of projects with the Strategic Projects and Governance Director and Deputy CEO.

### **Resource management**

- Oversee budget administration, resource allocation and forecasting to support strategic planning and reporting
- Monitor project budgets and resourcing to ensure projects are on track and delivered efficiently and successfully.

## **Selection criteria**

### **Experience**

You have worked for three or more years in a similar role (maybe with a similar organisation), and you have experience in:

- Successfully managing multiple complex projects simultaneously
- Using participatory and co-design methods to deliver project outputs, collect data and measure impact
- Leading a team across the planning, implementation and delivery components of the project lifecycle.

It would be an advantage if you have experience working in or managing government-funded projects for organisations in the disability sector, e.g. Information Linkages and Capacity Building (ILC) grants.

### **Knowledge and skills**

You have:

- A strong understanding of project management principles and methodologies
- Project budget administration and reporting skills
- Excellent organisational and time management skills, with the ability to multitask and prioritise
- Strong problem-solving abilities
- Strong interpersonal skills with the ability to interact effectively with diverse stakeholders

- Excellent written and verbal communication skills.
- Proficiency with office software (MS Office and other software systems).

You are:

- Proactive and resourceful, with a problem-solving attitude

It would be an advantage if you have experience in project management software and tools, as well as experience working remotely.

## Interests and motivations

You are interested in:

- Human rights, social justice, and inclusion
- Being involved in meaningful work that makes a difference
- Actively being part of a passionate and diverse team who work remotely across Australia
- Sharing your knowledge generously and recognising the value in learning from others.

You may also have personal or close experience in working with people with an intellectual disability.

## Qualifications and licences

You must have a:

- Police Record Check
- Current employment Working with Children Check (or equivalent in your state or territory).

It would be an advantage if you have a university or TAFE qualification in business administration, management, or a related field.