



Job Description

Job Title	Project Manager
Location	Drummoyne, NSW
Position type	Part time
Hours	20 pw
Remuneration	\$45,000 plus super, and salary packaging Includes company phone and computer

Touched by Olivia's Mission

Touched By Olivia was founded in 2006 in memory of Olivia Perkins. We believe that all children can lead healthier and happier lives, and it is our mission to advocate for an inclusive society, connected by play through our Livvi's Place National Network of inclusive playspaces.

Job Information

Touched by Olivia is seeking a Project Manager to oversee the planning, implementation, and tracking of the construction of site specific inclusive playspaces and social enterprise cafes. This is a three year position with a three month probationary period.

Plan the project

- Define the scope and time frame for the project in collaboration with team and key stakeholders.
- Determine the resources (time, money, equipment, etc) required to complete the project
- Develop a plan for project completion that effectively allocates the resources to the activities
- Review the project plan with senior management and all other staff that will be affected by the project activities.

Implement the project

- Execute the project according to the project plan
- Set up files online to ensure that all project information is appropriately documented and secured
- Develop and update forms and records to document project activities
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Establish a communication schedule to update stakeholders including appropriate staff in the organisation on the progress of the project
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the



project standards

Control the project

- Write reports on the project for management and for stakeholders
- Communicate with stakeholders as outlined in funding agreements
- Monitor all approved project expenditures
- Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)
- Manage all project funds according to established accounting policies and procedures
- Ensure that all financial records for the project are up to date
- Prepare financial reports and supporting documentation for funders as outlined in funding agreements

Evaluate the project

- Ensure that the project deliverables are on time, within budget and at the required level of quality
- Evaluate the outcomes of the project as established during the planning phase

Work Experience

- Team player
- Construction or project understanding
- Advanced computer skills
- Advanced interpersonal skills
- Relationship development
- Ability to manage projects

Applications will be accepted via email to Bec Ho bec@touchedbyolivia.com.au before Friday 26 June, Please include CV, two references and a cover letter.