



Ukrainian Council of NSW Inc.

Об'єднання Українських Громад НПВ

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Project Manager

Based in the Sydney area near Lidcombe this position focuses on coordinating numerous Government agencies and volunteers to support all aspects of Settlement Services primarily provided by SSI. This 12 month contract is dependant on the inflow of Ukrainian displaced persons arriving on Visas from Ukraine in coming months.

Position Summary

The Project Manager reports to the UCNSW Executive Committee and must quickly gain the confidence of other stakeholders including the STARTTS and AFUO, Be Kind Sydney and other Government agencies such as SSI. This is a role requiring community leadership and management capability. Managing expectations of multiple stakeholders at senior Government levels will require problem solving skills, networking skills and an ability to develop effective partnerships.

Key Responsibilities

- Lead and motivate a small team of Case Workers and volunteers engaging with multiple government agencies
- Ensure that SSI case plans are understood and regularly reviewed
- Support staff with skills and knowledge of available agencies and the expanding network of service providers
- Liaise with funding bodies and key stakeholders with reliable and accurate data of workflow and outcomes
- Maintain data in relation to referrals and reportable activity
- Participate with SSI, Government Departments and organise working groups and briefing meetings with DPs and stakeholders.

Selection Criteria

- Financial management
- Proven leadership, strategic thinking, planning capability.
- Well-developed analytical and data management skills
- Ability to communicate confidently and clearly at all levels
- Resilient demeanour with a positive outlook
- Tertiary Education or other relevant qualification
- Bilingual - English and Ukrainian language (understanding Russian would be helpful)
- Previous experience working with small teams and volunteers
- Computer literate with well-developed MS Office skills
- Prior to an offer of contract, candidates may be required to complete the pre-employment checks including a Police check and Working with Children check,