

Project Manager, Joint Appeals Mechanism

Job Description

Key Position Information
Job Title: Project Manager: Joint Appeal Mechanism
Supervisor: Chair of Steering Committee
Position Reports To: Joint Appeals Steering Committee
Location: Sydney, Melbourne or Canberra
Salary: Fixed term contract 8 months; range of \$120-160K pro rata

Primary Purpose of Role:
<p>The 'Project Manager: Joint Appeals Mechanism' will be responsible for facilitating the International NGO sector to conceptualise, agree and implement a joint approach to raising, managing, and dispersing funds for large scale humanitarian international emergencies. This will include developing the governance and structure for the mechanism that the member charities will operate within when fundraising and responding to an emergency, as well as facilitating the establishment of the approach to the joint fundraising process.</p> <p>This is a fixed term project role until 31 March 2019. Part time arrangements (of no less than 0.8 FTE) will be considered.</p>

Capabilities	
<ul style="list-style-type: none">• Business & commercial acumen	<ul style="list-style-type: none">• Action orientated & results focussed
<ul style="list-style-type: none">• Communication & influence	<ul style="list-style-type: none">• Organisationally and politically savvy
<ul style="list-style-type: none">• Strategic agility	<ul style="list-style-type: none">• Manages complexity

Travel Requirements
Some domestic travel required

Role Balance		
People – (percentage of time getting things done through others) 50%	Scheduling – (planning, coordinating) 30%	Technical – (delivering based on knowledge and skills) 20%

Day to Day Responsibilities (Typical day)
Creating and leading a project team composed of representatives from multiple charities and representing multiple disciplines including marketing and fundraising, humanitarian response, digital communications



and finance, as well as a business analyst function, to develop a proposal for the joint fundraising and appeal mechanism.

Communicating and leveraging the various stakeholders and agencies to identify and drive an effective joint fundraising mechanism that can be appropriately activated during emergencies.

Lead the coordination of the steering Committee at a Chief Executive, Chief Program and Chief Marketing Officer level to progress development of the joint fundraising mechanism. Ensuring all pre, during and post Steering Committee actions are identified, tracked and implemented as required and agreed.

Key Accountabilities	Measured By	% of role
Steering Committee Management & Project Management	<ul style="list-style-type: none"> Communicate and facilitate the work of the Steering Committee. Develop a project plan to aid in the development and delivery of a joint appeals mechanism in line with the terms of reference. Arrange monthly Steering Committee meetings and weekly updates on progress of the project. Ensure all pre, during and post Steering Committee actions are identified, tracked and implemented as required and agreed. Share learnings and models already established globally with agency CEOs / CPOs/ CMOs to help shape thinking. Establish Steering Committee packs that provide clear progress updates and surfaces key discussion points for the Steering Committee to focus on. Action key deliverables identified by the Steering Committee and project manage agencies to deliver on key actions allocated Ensure the project remains on track in line with the Joint Fundraising Terms of Reference 	40%
Identify and establish the structure under which the mechanism will operate	<ul style="list-style-type: none"> Engage with relevant stakeholders in other global joint fundraising coalitions to understand various approaches and inform options / alternatives for key decisions. Identify potential areas and manage the use of market research to guide the Design process where appropriate. Prepare options and strategic responses to key criteria for the establishment of the joint fundraising mechanism for review / discussion and decision of the steering committee. This includes but is not limited to the governance model and board structure, membership criteria for agency participation, criteria by which 	40%



Key Accountabilities	Measured By	% of role
	<p>the funds would be distributed, media approach, how to maximise effectiveness in the field.</p> <ul style="list-style-type: none"> • Lead workshops and discussions to establish clear direction and consensus on criteria from agencies representatives regarding the mechanism and final design. • Proactively identify key risks to the proposed solution and mitigation strategies. • Make and present final recommendations on how the sector should best implement an approach to a joint appeal mechanism. 	
Stakeholder Communication	<ul style="list-style-type: none"> • Investigate and determine the involvement and communication to the various groups with an interest in a) participation or b) the outcomes of the joint fundraising mechanism. • Engage with the various bodies including ACFID & DFAT to keep informed and engaged as appropriate. 	20%

Role Requirement	
Skills	<ul style="list-style-type: none"> • Ability to think and work autonomously to guide the direction of the mechanism. • Strong stakeholder management skills and ability to work at all levels across different organisations within the sector. • Strong project management skills including resource management, stakeholder engagement, risk management and communication. • Time management to deliver within required timeframes, taking into consideration critical path activities. • Ability to navigate complex systems and processes in a political and strategic environment. • Strong skills in developing narratives / presentations skills which bring the story to life and take participants on the journey. • Proven experience in collaborating, influencing & managing multiple senior stakeholders.
Experience	<ul style="list-style-type: none"> • Experience working in the NGO / professional services industry desirable. • Experience in human-centred design desirable. • Extensive background in Project Management and delivery. • Knowledge of change management theories and best practice. • Delivery of organisation wide projects and change at an executive level.



Role Requirement	
Knowledge & Qualifications Required	<ul style="list-style-type: none"> • Tertiary qualifications in business, commerce, marketing, strategy or similar. • Project management methodologies • Solid understanding of the international development sector.

