**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Manager - Broadening Horizons</th>
<th>Reporting To:</th>
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<tbody>
<tr>
<td>Department/Group:</td>
<td>Operations</td>
<td>Beacon Foundation State Manager - Victoria</td>
</tr>
<tr>
<td>Contract length:</td>
<td>Fixed term to 20 December 2016</td>
<td>DET, Area Director, Inner Gippsland, South-Eastern Victoria Region Department of Education and Training</td>
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<tr>
<td>Location:</td>
<td>Moe, Gippsland</td>
<td>Travel Required:</td>
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<tr>
<td>Position Type:</td>
<td>Part-time (0.6 FTE)</td>
<td>Travel within Gippsland region. Some travel to Melbourne required</td>
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<tr>
<td>Salary Range:</td>
<td>$84,000 (pro-rata) (including base, vehicle allowance and superannuation)</td>
<td>Leave Entitlement:</td>
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<tr>
<td>Position Contact:</td>
<td>Anita Weber – 0401 737401 <a href="mailto:aweber@beaconfoundation.net">aweber@beaconfoundation.net</a></td>
<td>5 weeks annual leave (pro rata)</td>
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<tr>
<td>HR Contact</td>
<td>Alice Richards – 03 62344155 <a href="mailto:recruitment@beaconfoundation.net">recruitment@beaconfoundation.net</a></td>
<td>2 weeks personal leave (pro rata)</td>
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**ROLE AND RESPONSIBILITIES:**

Manage the Broadening Horizons project, an exciting joint initiative between the Beacon Foundation, the Victorian Department of Education and Training (DET) and the Gippsland Regional Managers’ Forum (RMF). The Project Manager will be employed by the Beacon Foundation and will work closely with the DET throughout the contract period. This position is based in Moe, Gippsland and reports predominately to the State Manager – VIC and DET, Area Director, Inner Gippsland – SouthEastern Victoria Region.

Young people in Gippsland need assistance to broaden their horizons to enable them to lift their aspirations and achieve their potential. The DET and Gippsland RMF committed to the joint development of a learning model that will increase the rate of positive outcomes for young people in the region. The Project involves providing continued support and direction to schools and their RMF partners in the development of a learning model which will provide real world learning experiences for students across 11 Gippsland secondary schools. The Project objectives direct the scope of the work between each school and their RMF partner to:

1. Develop a unit of work for Year 7, 8 or 9 students in a curriculum area of their choice, with a focus on ‘real world learning’
2. Link the world of work to students’ every day learning in the classroom
3. Students to develop 21st Century Skills as part of their project work
4. Joint planning between staff from both schools and RMF Organisations
5. Practical student learning to occur at both sites: workplace and classroom
6. Emphasis placed on building a positive mindset for students through the project
7. Parental engagement and connection to families is an important aspect of building aspiration, support and understanding and should be considered and factored into schools’ project plans
KEY RESPONSIBILITIES:

**Project Management and Development**
- Manage the day-to-day planning and implementation of the project successfully in conjunction with key partners (schools, RMF organisations, Murray Goulburn and DET) to ensure Project deliverables are achieved on time
- Ensure regular and timely communication with all stakeholders and key partners throughout Project duration
- Chair the Broadening Horizons Advisory Board and provide regular reports on project progress to key partners and the Board
- Work with stakeholders to develop content for professional learning workshops for delivery to Project partners
- Work with third party provider to design, develop and launch online portal through which Broadening Horizons can be showcased, learnings shared and connections to schools and RMF organisations can be facilitated with ease

**Partnership Development & Management**
- Collaboratively work with project partners and key community organisations to ensure successful development and implementation of the Project
- Develop strong relationships with members of the RMF, the DET and participating schools to ensure high levels of involvement in Project elements and maintain strong relationships with other key stakeholders in the community
- Support each school to develop and manage their partnerships with RMF organisations and Murray Goulburn to achieve successful outcomes

**Facilitation & Training**
- Develop and facilitate quality and consistent training and professional development sessions for project stakeholders (teachers, RMF and Murray Goulburn staff) in collaboration with the Deputy Regional Director, Department of Education and Training
- Work with key project stakeholders to ensure their development needs are met and they are actively participating in workshops and training events

**Evaluation & Reporting**
- Establish and implement an effective and efficient evaluation and reporting framework for measuring the success of the project at key points throughout its development and implementation
- Compile interim reports and/or case studies on request for the Project’s Advisory Board and funders
- Develop and present a report on the outcomes of the Project at its conclusion or the end of the calendar year

**Public & Media Relations**
- Work to secure positive media coverage of the Project, in conjunction with project partners and participants
- Provide evidence of media coverage achieved for the Project at regular intervals during the project period
- Represent Beacon by being the spokesperson for the Project at events, including workshops, meetings and to the media

**Internal:**
- Work cooperatively with other staff to achieve organisational objectives and ensure strong relationships with Beacon staff at a local and national level
- Foster strong working relationship with VIC State Manager, including provision of regular and timely reporting on work in progress
- Participate in Beacon Foundation professional development opportunities, including phone conferences and in-person workshops
- Meet internal administration requirements including Key Performance Indicators, budgets and reporting
- Adhere to Beacon Foundation policies and procedures at all times
- Provide support to special projects and opportunities and undertake day-to-day administrative tasks as required
KEY ATTRIBUTES:
- Ability to self-motivate and work independently
- Confident and effective communicator including in public speaking settings
- Experience in project management and managing partnerships with third party providers to ensure key deliverables are met
- Maintain high standards of work practices and ensure integrity, respect and confidentiality at all times
- Utilise and learn to use software and new technologies as required
- Manage competing priorities
- Effective problem solving and decision making skills
- Flexible and willing to embrace change
- Innovative, creative and strategic in achieving objectives
- Support and promote the work of Beacon and maintain the positive image of the organisation
- Passion for creating better opportunities for young Australians
- Demonstrate commitment to and understanding of the Beacon Foundation’s core values of passion, team, professionalism, flexibility and innovation

QUALIFICATIONS AND EXPERIENCE:
- Qualifications/experience working in Project Management, Community Engagement and/or Education is highly regarded
- Understanding of the local community of Gippsland would be advantageous
- Basic IT skills including proficiency in Microsoft Office
- Current driver’s license required
- Satisfactory National Criminal History Check and Working with Children check required

HOW TO APPLY:
Please email your application to recruitment@beaconfoundation.net. Applications must include:
1. A cover letter/statement of no more than three pages outlining your skills and experience against the above Key Responsibilities, Qualifications and Experience, and Key Attributes;
2. Detailed curriculum vitae (CV); and
3. Contact details for two referees who can confirm your skills in relation to the position.

Approved by David O’Byrne – Chief Operating Officer – February 2016