

**Mercy Works**  
**Sisters of Mercy**  
**in Australia & Papua New Guinea**

**Advertisement**  
**Project Manager - Mercy Works Ltd**



*Walking Together. Changing Lives.*

**About Us**

Established in 2000, Mercy Works is a community development and relief organisation that is part of the vision and mission of the Sisters of Mercy of Australia and Papua New Guinea. Our **Vision** – Mercy – Walking Together. Changing Lives. Our **Mission** - We are a community development organisation in the tradition of Catherine McAuley. We work in partnership with local community organisations to support the most vulnerable both within Australia, and elsewhere in the Asia Pacific region, with a particular focus on women and children. Our programs strive to build capacity and self-reliance and to foster environmental sustainability. The **Values** which underpin the organisation are mutuality, integrity, compassion and justice.

**About the Role**

This new position as Project Manager offers an exciting opportunity to make a real difference in the lives of vulnerable individuals and communities. You will initially manage and develop projects with refugees and asylum seekers and Indigenous partners across Australia, contributing to the success of our vision and mission. The projects being managed could evolve over time. There is also a fund-raising element to the role in assisting us in sourcing donors and funding partners. Your role will be crucial in ensuring the financial sustainability of programs and partnerships, ultimately improving the capacity and quality of life of these communities.

**Responsibilities include the following but please refer to Position description for the full list.**

- Project Manage projects as allocated by Mercy Works. Initially including:
  - Providing leadership, management and support to the Mercy Works Connect Coordinators and other refugee and asylum seeker and Indigenous project partners.
  - Project Management of domestic projects including financial, risk, communication and issue management.
- Proactively manage the identification and development of potential refugee and asylum seeker and Indigenous program and partnership opportunities.
- Monitoring, evaluating and reporting on program outcomes and budgets.
- Proactively seek grants, philanthropic and fundraising opportunities in conjunction with other specialist staff to fund Mercy Works domestic projects.
- Working closely with the Head of Programs and deputizing for this role when necessary.
- Contributing to increasing the general awareness of projects for marketing, communication, and fundraising purposes by providing relevant stories and photographs and making presentations to schools and other groups as required.
- Contributing to Mercy Works' performance by leading by example, demonstrating professional conduct, and modelling Mercy mission and values.
- Fostering a safe, productive and harmonious working environment by complying with relevant guidelines, policies, procedures and legislative requirements including Child Safeguarding policies and procedures.
- Comply, so far as they are reasonably able, with any reasonable instruction that is given by the person conducting a business or undertaking (PCBU) to comply with the model WHS Act.
- Cooperate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.
- Actively contributing to a workplace and team culture that encourages and supports collaboration and the provision of caring and quality service.
- Undertaking any other duties, projects or tasks as directed by the Head of Programs or Executive Director, which are within their skills, competence and training.

The employee is required to undertake any other duties, projects or tasks as directed, which are within his/her skills, competence and training.

**Working Hours:** This position is for 30 hours per week over four days, (Mondays to Thursdays) based in the Mercy Works Office in Parramatta, NSW.

### **Your Skills and Attributes**

To be considered for this role, you should possess:

1. Recognised PM qualifications (PMBOK and/or Prince 2) or sufficient skills and experience to conduct a PM role with a high degree of professionalism.
2. Recognised tertiary qualification in community development or a related discipline or equivalent, and substantial contemporary experience in community development supported by ongoing professional development.
3. Experience in delivering projects in the Australian NFP context (either domestically or overseas for an Australian based NFP).
4. Experience in Monitoring, Evaluation and Learning, and in seeking grants for domestic projects.
5. Experience in detailed report writing and the review and interpretation of same.
6. Knowledge of Risk Management.
7. Financial literacy including creating budgets, managing budgets, processing budget variations and conducting due diligence on partner finances.
8. Knowledge and demonstrated experience in managing the design, implementation, monitoring and evaluation of projects/programs with local staff and partner organizations.
9. Demonstrated contemporary knowledge of and proven experience in application of NFP best practice standards and meeting compliance requirements.
10. Successful experience in developing strategic long-term programs and partnerships with culturally diverse groups.
11. Proven experience in managing, leading and contributing to small cross-functional teams.
12. High-level verbal and written communication for reporting purposes and professional negotiation skills.
13. Demonstrated commitment and alignment with Mercy mission and values.
14. Willingness and ability to travel domestically or by exception, internationally, if covering absence of Head of Programs.

### **Other Essential Requirements**

1. Contemporary knowledge and experience in using content management systems.
2. An Australian Citizen, Permanent Resident, or hold a valid visa with full, unrestricted work rights.
3. Current National Police Criminal History Check.
4. Current Working with Children Check.
5. Current Driver's Licence.
6. The ability to travel domestically and overseas.

The position description should be applied in conjunction with other corporate documentation guiding decision-making, actions, and conduct.

### **Safeguarding Commitment**

Mercy Works is committed to creating a culture of safety and respect for all, prioritising the well-being of all children and adults at risk with whom we have contact. As a staff member, you will be expected to take all reasonable steps to ensure the protection of these individuals and comply with our safeguarding policies and procedures, including reporting any suspicions and allegations of abuse.

**Make Your Salary Go Further – Tax-Free Benefits Available!**

Join our team and enjoy the advantage of working for a registered charity. We offer, through our provider, generous salary packaging options that allow you to pay for expenses like rent, mortgage, or credit cards using pre-tax income.

- **Boost your take-home pay:** Package up to \$15,900 per year tax-free.
- **Meal & Entertainment:** Additional \$2,650 per year available.

### **How to Apply**

If you are a passionate individual committed to the Mercy ethos, please review the Position Description on our website <https://www.mercyworks.org.au/job-opportunities>. **Applications should include a cover letter demonstrating your understanding of Mercy Works and the Position Description.** Please email your cover letter and resume to [mercyworks@mercyworks.org.au](mailto:mercyworks@mercyworks.org.au) or contact Executive Director Sally Bradley RSM at 02 9564 1911 for further discussion.

**Interviews will be held in person**, and ideally, the successful applicant will be available to begin as soon as possible.

Join us in making a positive impact on the lives of vulnerable communities and contribute to a more compassionate and just world. Apply now and become a valued member of the Mercy Works team!