



*Walking Together. Changing Lives.*

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| <b>Position</b>       | Project Manager   |
| <b>Reports to</b>     | Head of Programs  |
| <b>Location</b>       | Parramatta office   |
| <b>Status</b>         | 30 hours per week – 4 days  |
| <b>Date written</b>   | March 2026  |
| <b>Direct reports</b> | Mercy Works Connect Coordinators – Three state-based positions and liaison with partners in Australia |

### **Organisational Context**

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 projects strive to build capacity and self-reliance and to foster environmental sustainability. The **Values** which underpin the organisation are mutuality, integrity, compassion and justice.

### **Primary Purpose**

The Project Manager is responsible for managing and developing projects for Mercy Works, to help realize Mercy Works' vision. This would initially be with refugees and asylum seekers and Indigenous partners in Australia, The projects being managed could evolve over time. It is a dedicated Project Management (PM) role suitable for an individual with PM qualifications and/or extensive PM experience.

This new role also involves proactively seeking grants, philanthropic and fundraising opportunities in conjunction with other specialist Mercy Works support staff. It involves close collaboration with the Head of Programs to understand and address Mercy Works' needs in its development and relief programs. The Projects Manager also works with colleagues and partners to achieve the Mercy Works' vision.

### **Accountabilities**

- Providing Project Management and support to the Mercy Connect Coordinators and other project partners and recognise and develop potential in people.
- Proactively manage the identification and development of potential refugee and asylum seeker and Indigenous projects and partnership opportunities to establish collaborative activities to enhance Mercy Works activities.
- Monitoring, evaluating and reporting on project outcomes and budgets, and fostering respectful relationships with staff and partners.
- 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 while travelling overseas/away from work to monitor or evaluate all projects.

- 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.
- Take reasonable care for their own health and safety, and that of others who may be affected by the worker's acts or omissions.
- 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.

### **Essential Criteria**

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.
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 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 projects 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.

I have read and understand the requirements and accountabilities of this management position.

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Name (please print)

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Signature

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Date