



## **POSITION DESCRIPTION: STRATEGIC PROJECTS MANAGER**

### **About Yogahood Australia**

Yogahood Australia is a non-profit yoga service organisation bringing the physical, mental, and emotional benefits of yoga to at-risk and underserved communities in Australia.

### **Our Vision**

Yogahood Australia's vision is to see more people experience the peace, hope, and empowerment that comes from the practice of yoga.

### **Our Mission**

As a non-profit set up to serve the wider community, our mission is to provide free yoga classes to at-risk and underserved men, women, and youth in Melbourne, Victoria and right across Australia in the future.

### **Our Values**

Sustainable Service, Adaptability, Courage, Commitment, Respect, Community, Openness, Integrity

**Position Title:** Strategic Projects Manager

**Reports to:** CEO

**Direct reports:** None, but works very closely with General Manager and CEO

**Location:** This is a remote role and applicants from across Australia are welcome to apply. The team uses G Suite, telephone and other digital platforms to undertake their roles.

**Term:** 3-4 hours per week, for a period of 12 months (with possibility for extension)

**Salary:** This is a volunteer role

**Purpose of the role:** The Strategic Projects Manager is responsible for ensuring the effective delivery of a variety of Yogahood Australia's initiatives that fall alongside the regular operation of the organisation and are scoped within the overall strategy for Yogahood Australia. Under general direction, the Strategic Projects Manager will plan, monitor, organise, and deliver the scope of Yogahood's strategy and operational project as set by the CEO and Board. These projects will be delivered in conjunction with the CEO, GM and other staff.



Due to the varying nature of each project, each project may carry different scope inclusions, durations, and deliverables. You will confirm a plan prior with the CEO to the commencement of each project and are expected to report to the CEO with regular project updates. It is likely at certain times that multiple projects may be run concurrently at the same time.

This is a volunteer role and will suit someone who is a self-starter, is highly organized with a minimum 2 years in strategy, project management and/or business administration and who is passionate about our mission. The candidate will also need to be highly professional, confident, and sees opportunities when others see challenges.

The Strategic Projects Manager will work closely with our General Manager as well as the CEO, Program and Volunteer Coordinators as subject matter experts and for implementation and change management.

#### **Core Duties and Responsibilities:**

- Plan, monitor, organise, and deliver the scope of the project in line with the organisational strategy as set by the CEO and Board;
- Ensure the projects are delivered with the highest standards in accordance with the agreed project plan, strategy and stakeholder expectations;
- Stakeholder engagement - manage and build a range of relationships with internal staff and other stakeholders through email and phone;
- Providing regular project progress reports to the CEO, General Manager and Board;
- Assisting with the successful transition to business-as-usual operations including change management strategies in line with strategic objectives;
- Assist where required with other program specific tasks as they arise.

#### **Key Selection Criteria**

##### **Qualifications:**

- Recognised tertiary qualifications and/or study/experience in a relevant field
- Ideally has project management qualifications (e.g. PMP, PRINCE2, etc)

##### **Experience and Skills:**

- Experience in business analysis, strategy and project management



- Proficient collaborator skills; adept in identifying opportunities and taking action to build strategic relationships to help achieve organizational goals
- Exceptional communication skills, both written and oral, and the ability to communicate effectively with diverse audiences and in a variety of contexts
- Ability to actively listen and respond effectively in a changing environment; having a commitment to facilitating the implementation and acceptances of change in the organisation
- Outstanding organisational skills, including the ability to prioritise tasks effectively and work on multiple projects simultaneously and often with limited supervision
- Passion to provide high quality services for the benefit of the Yogahood community

#### **Personal Attributes & Capabilities:**

##### Ethical

- Has integrity and principles
- Upholds acceptable organisational culture and behaviour
- Exercises good judgement

##### Self-Disciplined

- Highly self-motivated with the capacity to work autonomously and remotely
- Set tasks and areas of responsibility
- Sound time management skills

##### Collaborative

- Works with others to achieve common goals
- Engenders a spirit of teamwork
- Inspires trust

##### Organised

- Manages own time to achieve key outcomes
- Manages competing demands



### **Innovative**

- Finds ways to work better and smarter
- Generates options and ideas
- Implement improvements, processes and options

### **Determined**

- Researches options and sets a clear path
- Deals with obstacles and impediments
- Has clear goals

### **Analytical**

- Reviews arguments and opinions before making judgment
- Presents clear and logical arguments
- Takes a systematic approach when building toward improvements

### **Resilient**

- Recovers from setbacks
- Overcomes obstacles and impediments
- Learns from experience and identifies areas for self-development

### **Professional**

- Prioritises work; delegates appropriately demonstrating an understanding of organisational, team and individual priorities and capacities and ensures that key requirements are met
- Accountable for outcomes and delegates to achieve outcomes
- Professionally represents the organisation while upholding and building its reputation



### Supportive

- Encourages others to attain goals and achieve
- Listens actively and inspires confidence

### Flexible

- Adapts to changing circumstances
- Prioritises work and addresses what is most important