

AWF PROJECTS: ADMINISTRATION AND PROJECT COORDINATOR

KEY INFORMATION

Organisation: Architects Without Frontiers

Location: Melbourne (CBD)

Sector: Not-for-profit community organisation

Work type: Fixed Term Part Time

Hours: 3-4 days per week

Salary type: Hourly

Reports to: Executive Director (ED)

Application closing date: Monday 23 August 2021

Architects without Frontiers Australia (AWF) is looking for a dedicated and enthusiastic individual to join our not-for-profit organisation. AWF's mission is to improve the built environment of communities in need. We facilitate the design and construction of health, education and community projects primarily in Australia and the Asia Pacific region and more recently in East Africa.

Through the delivery of culturally sensitive and environmentally sustainable projects, AWF has helped change the lives of over 3,000+ people significant ways, including:

1. Delivered health, education and community projects in 14 countries
2. Collaborated with 35 communities to improve their social and physical infrastructure
3. Partnered with over 60 Australian architects in delivering pro-bono design service
4. Helped to facilitate funding for 20 projects for communities in need, in partnership with agencies including the Department of Foreign Affairs and Trade, City of Melbourne, Northern Territory Government, ARUP, Cotton On Foundation and RMIT University.
5. Trained 80+ Australian architects to work in the humanitarian sector, in association with the Australian Red Cross and Australian Institute of Architects

POSITION SUMMARY

The Projects, Administration and Policy Coordinator role is responsible for supporting the Executive Director on AWF's design projects to play a vital role in ensuring the future growth and excellence of the organisation.

They are responsible for contributing to strategic planning around expanding AWF's reach and impact amongst network partners, stakeholder management and engagement, and the day to day operations and administrative support functions of the organisation.

KEY DUTIES

1. Project Management

- Manage current and former AWF projects with respective community/ client organisations and design stakeholders and network partners including project agreements; and
- Provide project management assistance and progress reports to the Executive Director, Chair of the AWF Board and the AWF Board;
- Undertake research and prepare briefs for AWF projects in line with AWF policies;
- Day to day liaison with the AWF Network partners and project clients on new and former projects.

2. Planning and administration

- Provide general administrative assistance to the Executive Director, Chair of the AWF Board and the AWF Board;
- Maintain general oversight and ensure accuracy of compliance and governance tasks;
- Be responsible for board meeting preparation and minute taking;
- Be responsible for scheduling of weekly team meetings with the ED including prioritisation of activities; and
- Assist in development of processes, policies and tools to improve company efficiency and risk management.

3. AWF Partner Network

- Maintain and manage relationships with the partner network, including network partner agreements, assisting in organising network events and liaison in collaboration with the ED and Communications Coordinator; and
- Financial management of network partners with the support of the Finance Officer.

4. Marketing and PR

- Liaise with ED and Communication Coordinator as required to maintain positive online presence, including briefing on AWF projects suited to publicity; and
- Provide content for digital channels including social media and website.

SELECTION CRITERIA

- 5-10 years minimum experience in the built environment sector running projects from design to construction
- Previous experience in the not-for-profit, community and/ or humanitarian sector;
- Outstanding stakeholder engagement and relationship management skills;
- Ability to develop and oversee coordination of complex and multiple project plans and timelines,
- Excellent written and verbal communication and presentation skills
- Strong skills in the Adobe Suite: Acrobat, InDesign, Illustrator and Photoshop, Microsoft Suite including Word, Excel, PowerPoint, Teams,
- Ability to be flexible and adaptable with allocating time to tasks and work autonomously.

Aboriginal and Torres Strait Islanders are encouraged to apply.

Please forward your CV and a cover letter that addresses the selection criteria to vic@architectswithoutfrontiers.com.au by Monday 23 August 2021.