

PROJECT COORDINATOR

Department:	Programming and Exhibitions
Reports To:	Head of Programming and Exhibitions
Direct Reports:	None
Workload:	0.4 FTE
Contact Length	36 months
Base Remuneration:	Commensurate with experience

POSITION PURPOSE

The Melbourne Holocaust Museum is undertaking a three-year project entitled “Critical Thinking is Critical: Educate, innovate, advocate against antisemitism” that is aimed at investigating and tackling antisemitism and hate-speech in Victoria by bringing about behavioral change across multiple demographics and sectors including schools, small businesses, corporations, sporting clubs, and local councils across both metro and regional Victoria. This initiative aims to instigate behavioral change across diverse demographics and sectors, encompassing schools, business sector, sporting clubs, and local councils in both metropolitan and regional Victoria. This project is funded by the Victorian State Department of Families, Fairness and Housing. This role is a unique opportunity to join a passionate team leading real change in the Victorian community for a better future.

The position of project coordinator will play a pivotal role in achieving the project’s objectives by collaborating closely with the project lead to coordinate and implement initiatives that maximize the project’s impact and reach within Victorian communities. The incumbent will champion the impact and reach of this groundbreaking project, leveraging strategical thinking, adept relationship management, project coordinator and organisation skills in order to engage with internal and external stakeholders, including subject matter experts, government entities and the broader community. In addition, this role will play a vital role in supporting the project lead through administrative management of the project, ensuring the project advances seamlessly and consistently meets deadlines and reporting targets.

KEY RESPONSIBILITIES

1. Championing the key objectives of the project and supporting the project lead in achieving the overarching goals and obligations.
2. Collaborating with the project lead on project strategy and approach to coordinate and implement initiatives, aiming to maximize project impacts and outcomes.
3. Oversee project progress, including expenditures, budget management, reporting and evaluation.
4. Facilitate effective communication and collaboration between internal and external stakeholders, ensuring comprehensive awareness of project requirements, necessary inputs, and overall progress.
5. Manage the meetings arrangements required for the project, including venue bookings, meeting communication, catering and minute-taking.
6. Assist in preparing project documents, monthly internal reports and bi-annual external reports.
7. General project administrative tasks as required.

8. Manage ad-hoc administration and project-related tasks efficiently.

KEY SELECTION CRITERIA

Education/Qualifications

The appointee will have:

- a. A bachelor's degree in a related discipline or equivalent experience.
- b. Proven experience project management.
- c. An understanding of the history of the Holocaust and/or antisemitism is beneficial but not essential.
- d. Previous experience working in a museum, the education sector or in a for-purpose organisation is beneficial but not essential.

Checks/Memberships:

- a. Working With Children Check
- b. Current Police Check
- c. Third party security Check.

Knowledge and Skills

- a. Keen project administration skills, particularly in multi-year projects working with external stakeholders.
- b. Excellent organisational skills, flexibility, and attention to detail.
- c. Be a dynamic, articulate team member who communicates clearly to both internal and external stakeholders.
- d. Clear and articulate written and verbal communication skills.
- e. Competent in the use of technology & audio-visual equipment as required by the role, including but not limited to the MS Office product suite, CRM software, microphones.
- f. Demonstrated empathy and sensitivity when working with a range of internal and external stakeholders.
- g. Proven track record in relationship management.

Personal Attributes:

- a. Ability to genuinely build rapport and create authentic connections and relationships.
- b. Motivated self-starter who loves to take initiative.
- c. Enthusiastic team player.
- d. Commitment to quality, continuous improvement, occupational health and safety, and risk management.
- e. Proactive, values driven, resilient and honest.
- f. Outcome orientated with a commitment to applying best practices in all endeavors.
- g. Ability to manage workload innovatively and creatively.
- h. Understanding of working within the Jewish Community preferred.
- i. Passionate about joining an organisation committed to combat antisemitism, racism, and prejudice in the community, and fostering understanding between peoples.

CORE SELECTION CRITERIA

1. *Values alignment*: ability to demonstrate and authentically promote MHM values.
2. *Leadership*: ability to be flexible, innovative, and proactive; leading by example to build a positive, collaborative, and effective work environment.
3. *Professionalism*: maintain relationships with staff, consumers, volunteers, and key stakeholders that are respectful, inclusive, and collaborative; meet program performance indicators and targets; support the organisation to embed values and deliver on strategic goals.
4. *Cultural Awareness*: understand the importance of diversity and embed this within your team; advocate for a diverse and culturally rich workplace; foster inclusive practice.
5. *Consumer Focus*: prioritise the needs of the consumer; embed contemporary consumer focused practice and seek innovative and creative ways to provide consumer choice.

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and MHM policy relevant to the duties undertaken, including but not limited to: Child Safety, supporting children and young people; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest; Paid Outside Work; Privacy; and Code of Conduct.