

PROJECT MANAGER (Community Training)

- **Manage and support community capacity building training – Bushfire & drought affected areas**
- **Fixed term to 30 June 2010**
- **Hawthorn Location – Onsite parking**

beyondblue has developed, implemented and evaluated a portfolio of programs designed to address the issue of depression and related disorders such as anxiety and substance misuse in the workplace and other settings. Programs in non-workplace settings include provision of training and awareness for community leaders involved in a variety of mental health initiatives across our community. The most recent of these is the response to the Victorian bushfires and establishment of the Community Support Training Program (CSTP).

We are looking for an experienced Project Manager to join our National Workplace & Social Enterprise team. Reporting to the Director, your role is to manage the CSTP (Victorian Bushfires) project and to support the Program Manager Rural & National Drought Agenda with the existing training program for drought affected communities.

Specifically, you will:

- Liaise with external community stakeholders to ensure the training programs are responsive to community needs and manage relationships with key contacts to ensure successful implementation and coordination of training sessions. This includes managing the promotion of sessions and recruitment of training participants
- Actively manage and support projects including documenting stages of project development and implementation to ensure delivery of high quality projects, and reporting on project progress
- Coordinate the logistical and operational aspects required for successful delivery of training sessions
- Coordinate follow up, debriefing with facilitator, and evaluation of programs following training sessions with the Training Manager

To be considered for this role, you will have:

- Tertiary qualifications in health, mental health, social sciences, business or a related discipline
- Minimum 5 years experience as a project officer / manager in a related field, preferably within a training or community development environment
- At least 3 years experience in a role requiring evaluation, preparation of reports, briefings, etc
- Well developed relationship management skills including the ability to work with a broad range of individuals and community, government and corporate organisations
- Excellent verbal and written communication skills
- Strong organisational skills including the ability to prioritise, meet deadlines and work efficiently under pressure

An attractive remuneration package including salary packaging and car parking, and commensurate with skills and experience, will be offered to the successful candidate.

If you believe you have the skills and experience to meet the challenges of this position, please apply by sending a copy of your resume and a covering letter to jobs@beyondblue.org.au. Applications close **Wednesday, 9 September 2009**.

beyondblue is an Equal Opportunity Employer

Please note agency applications will be politely declined.