



EON Foundation Inc™ – Role Description

Job Title: Project Manager Incumbent: Vacant Reports To: EON Executive Officer Location: Kimberley	Purpose: The role of the Project Manager is to coordinate and supervise the establishment, delivery and maintenance of EON projects in identified remote communities in the Kimberley in accordance with budget, operational plans and directions from the EON Board through the Executive Officer.
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Key Dimensions <ul style="list-style-type: none">• Operating Budget As approved• Capital Budge As approved• Purchase Orders As approved• Time Sheets Nil• Credit Card Limit \$5,000	Key Relationships <ul style="list-style-type: none">• EON Executive Officer• EON Project Officers• EON Directors• Consultant Horticulturalist• School Principals• Community stakeholders• Government and non government networks• Product and service providers Direct Reports (Positions) <ul style="list-style-type: none">• EON Project Officer (as required)
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Core Accountabilities

Business Effectiveness

- Provides input and advice to the Executive Officer on emerging issues, problems and opportunities in communities in which EON operates
- Provides accurate and timely feedback to the Executive Officer on progress against plans, schedules and programs through weekly reports and timesheets
- Maintains interest and awareness in indigenous affairs, in particular, government policies related to education and health
- Maintains frequent and effective communication with all stakeholders
- Contributes to the development, documentation and delivery the EON Thriving Community Program to identified communities with a focus on a consistent and progressive health message.
- Provides training to school gardeners and community members on the establishment and maintenance of vegetable gardens, home maintenance and nutrition
- Delivers EON Thriving Communities program to identified communities according to plans and schedule

Business Efficiency

- Demonstrates effective time management and organisational skills to deliver on key tasks
- Coordinates infrastructure procurement and delivery of materials to projects
- Liaise with schools and communities in relation to ongoing requirements and monitor progress including supplies, infrastructure needs and general activities
- Visiting schools/communities at least once per fortnight, as per agreed schedule, during school term to conduct classes and activities with the school/community as per EON programs
- Liaise with the Horticultural Consultant regarding propagation of bush tucker species and training of gardeners from schools/communities
- Implements and administers EON policies and procedures to ensure transparency and accountability

Business Growth

- Ensures communication, liaison and influence with a diverse range of stakeholders
- Builds rapport through networking and relationship building and represents EON at a range of community events
- Arrange and conduct EON Thriving Community workshops in the community as per EON schedules
- Works collaboratively and effectively with all EON team members to deliver outcomes and objectives

Financial

- Manages and monitors projects to be completed on time and on budget
- Negotiates most cost efficient rates for supplies and services
- Maintains receipts and records for EON credit card and other expenditure
- Maintains EON assets in good order and with due care



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Behavioural Competencies

- Presents with integrity
- Follows up on commitments
- Is open, honest and operates in an ethical manner
- Is responsible for own actions
- Demonstrates the organisation's values
- Demonstrates personal commitment to EON objectives
- Is courteous to others
- Results orientated
- Encourages others
- Willing to learn and stretch personal capabilities
- Contributes to organisational growth
- Shares knowledge, information and skills
- Works cooperatively with all stakeholders
- Builds relationships
- Willing to learn from others
- Embraces change and fosters innovation and creativity
- Negotiates to achieve "win-win" outcomes
- Works to reduce and remove barriers to success
- Is a strong team member who works without competition
- Understands local customs and behaves appropriately
- Respects others opinions and beliefs

Skills

- Minimum: Computer literate with proficiency in Microsoft products
- Minimum: Strong written and verbal communication skills
- Minimum: Strong interpersonal skills
- Ideal: Proven facilitation, negotiation and people management

Knowledge

- Minimum: Kimberley remote communities and social infrastructure
- Minimum: Horticulture and Food and Nutrition
- Minimum: Understanding and interest in Indigenous affairs
- Ideal: Reticulation and garden systems

Experience (Including Qualifications)

- Minimum: Previously held role in a training capacity
- Minimum: Previously worked in a horticulture or health education role
- Minimum: Successfully managed and motivated a team of people
- Minimum: Successfully communicated, liaised and influenced a diverse range of stakeholders
- Ideal: 6 years gardening experience in the Kimberley
- Ideal: Previous interaction with Government and Non Government Organisations
- Ideal: Previous interactions with Aboriginal communities
- Ideal: Knowledge of reticulation and gardening systems, health and nutrition programs

Licences and Certification

- Minimum: Satisfactory National Police Record check
- Minimum: Current Working with Children Check
- Minimum: C Class Drivers Licence
- Ideal: Certificate II in Horticulture
- Ideal: Certificate II in Food and Nutrition
- Ideal: Certificate IV in Training