



# SYDNEY DOGS & CATS HOME

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## **Relocation Project Coordinator Position on Offer 07/10/2021**

We are seeking a Relocation Project Coordinator for an immediate start to support our organisation's Leadership Team with our upcoming transitional and relocation project plans. This is a new role for an initial period of 6-months with the possibility for ongoing work. The opportunity now presents itself for a proficient and motivated professional administrator with excellent project coordination skills. This role will afford the right candidate with variety and project coordination and support responsibility.

### **About us**

The Sydney Dogs and Cats Home (SDCH) is highly respected within the animal welfare sector, providing shelter, food and veterinary care to lost, homeless and abandoned animals, primarily dogs and cats, until a time when such animals can either be reunited with their owners or found a new, suitable home.

SDCH objectives are to:

1. provide companion animals in our care with best practice care
2. provide engagement programs that benefit companion animals, SDCH & the community
3. attract and retain mission motivated talent
4. sustainable financial, systems and resources

### **About you**

Ideally, you'll bring proven experience in a project coordination, operations, logistics, administration role:

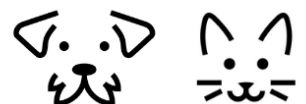
- Relevant qualifications and experience
- Strong administration, logistics or project coordination experience
- Advanced level computer skills in Microsoft Office (Excel, Word, PowerPoint)
- Excellent communication skills, both written and verbal
- Excellent attention to detail
- An intuitive and proactive nature
- Proven ability to work to deadlines and manage priorities

Previous experience in the animal welfare sector or working in a charity/not-for-profit would be advantageous.

### **Apply now**

If you have a passion for animal welfare, administration and project support and coordination we welcome your application. Applications have no closing date, as the position will be filled ASAP. Interested candidates should send a cover letter and CV to [rebecca@sydneydogsandcatshome.org](mailto:rebecca@sydneydogsandcatshome.org)

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## Relocation Project Coordinator Position Description

<b>Position Description Job Title</b>	Relocation Project Coordinator
<b>Agreement</b>	Temporary 6 Month Contract – Full Time Hours (Part-Time hours considered for the right candidate)
<b>Location</b>	Work from home and site visits across Greater Sydney as required
<b>Salary Range</b>	\$60,000 - \$70,000 pro-rata dependant on qualifications and experience
<b>Reports to</b>	General Manager & Leadership Team
<b>Direct reports</b>	None
<b>Works closely with</b>	General Manager and Leadership Team (Operations Manager, Animal Care Manager, Head Veterinarian and Head of Fundraising & Marketing)
<b>Date</b>	October 2021
<b>Review Date</b>	April 2022

### **Main Purpose**

The Relocation Project Coordinator will provide administrative and project coordination assistance to the General Manager and the organisation's Leadership Team and will often be trusted with complex duties and sensitive information. The Relocation Project Coordinator will support the Leadership Team to deliver a variety of relocation projects. In addition to general administrative and project coordination work, the Relocation Project Coordinator may also manage the scheduling of bookings and meetings, taking minutes during meetings, maintaining and managing all document control, project management tools and CRM databases and producing reports or presentations for the General Manager and the Leadership Team. The Relocation Project Coordinator's role is to generally ensure the smooth running of the relocation's projects, working both on a one-to-one basis with the General Manager, Leadership Team and Staff Team as well as with internal and external clients. Other key responsibilities will include organisation and coordination of office administration and procedures in order to ensure organisational effectiveness, efficiency and safety as required.

### **Key Responsibilities**

Coordinate, implement, deliver, maintain, improve, evaluate, and report against all of the following items in relation to the relocation project:

- administration of the relocation projects
- acting as the point of contact between external stakeholders and the General Manager, Leadership Team and internal staff, volunteers and committees or external clients and stakeholders
- organising meetings and booking meeting rooms
- handling correspondence directed to the General Manager and Leadership Team
- dictation and minute-taking and writing them up subsequently
- producing reports and presentations

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- maintaining all document control and filing systems
- provide administration support including research for all supplier, licencing, funding and grant applications
- maintain a level of organisation or industry specific knowledge and research sufficient to give advice
- ordering and maintaining office supplies
- filling of administrative, legal, and financial documents with the General Manager and the Leadership Team
- looking for ways to improve current administration systems for all the above

#### **Secondary Responsibilities**

- Maintain currency of knowledge of all appropriate legislation and ensure staff and volunteer compliance.
- Maintain currency of knowledge of appropriate designated software and related technology required to complete the positions descriptions responsibilities within the workplace.
- Promote the culture, values, vision and mission of Sydney Dogs & Cats Home
- Follow the Staff Handbook, Code of Conduct and WHS rules and regulations, and all policies and procedures as required
- Any reasonable additional responsibilities as requested by the General Manager and the Leadership Team

#### **Relationships Internal:**

- General Manager
- Leadership Team
- Staff
- Board of Directors
- Volunteers
- Committees

#### **External:**

- Regulatory Authorities and Industry bodies
- Suppliers and contractors
- Industry Peers and Associations

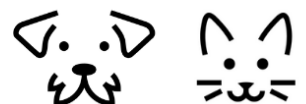
#### **Key Performance Indicators Quantitative:**

- Cost minimisation and increased efficiencies
- Delivery of projects within budget

#### **Qualitative:**

- Engagement with staff and volunteers contributing to a positive workplace culture
- Promotion of the vision, mission and values of Sydney Dogs & Cats Home
- On-time delivery of project timeline

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