



## Project Officer

Reports to Anandini Saththianathan (Program Manager)  
Direct Reports None  
Location Level 9, 154 Pacific Highway, St Leonards, NSW 2065  
Website [www.paulramsayfoundation.org.au](http://www.paulramsayfoundation.org.au)

### Organisational overview

The Paul Ramsay Foundation (PRF) is committed to strategic philanthropy and its critical role in delivering social impact. PRF is committed to developing and nurturing the conditions for social change, in order to create an Australia where all people live healthy, fulfilling lives and have the opportunity to participate fully in society. The organisation looks to forge meaningful, long-term collaborative partnerships with people, organisations and communities to improve health and educational outcomes in Australia.

The Foundation is in a growth phase and will continue to evolve, with a commitment to building an organisation that is strategic in its thinking. It is guided by the principles of being flexible, deliberate, practical, innovative and evidence-based, to ensure the successful development and execution of its mission.

### Job summary

This is an opportunity to contribute to the work of the Foundation, whilst gaining deep and valuable insights into the philanthropic and not-for-profit sectors. The successful candidate will have the opportunity to join Australia's largest Foundation, under the mentorship of a growing PRF team. This role will provide exposure to a variety of specialists, thought leaders and world renowned sectors experts.

This role will suit a dynamic personality interested in developing a career in the not-for-profit sector. The Foundation is looking for a candidate who shows initiative, works well with others and takes responsibility for their own learning. This role requires strong critical thinking and analytical skills, and the ability to anticipate needs and think on your feet when required.

This position will report to and work with a range of staff, but will be managed directly by a Program Manager.

This is a full-time, permanent position based in St Leonards.

## Job description

The Project Officer will assist Program and General Managers with the development and implementation of a range of complex projects, providing general administrative, operational and research support. The main responsibilities are:

### 1. Project support

Working with, and providing administrative and project support to a team of Program Managers and General Managers. Including:

- Conducting research and contributing to the evaluation of projects and investments
- Assisting the team with written and verbal communications – including briefings and reports – with various stakeholders
- Supporting the management of ad hoc projects including grant making and research under the direction of other team members
- Providing proactive data and systems management support using the Foundation’s grant-making system, capturing and recording critical information
- Liaising with a wide range of stakeholders including Board members, not-for-profits and collaborative partners
- Providing support for meetings, taking minutes, supporting follow up activity
- Event co-ordination and management.

### 2. Grant-related administration

Work with the Office Manager in support of the Program Managers to provide:

- General and confidential administrative support in relation to grant making activities
- The first point of contact from organisations seeking investment
- The co-ordination of regular team meetings and the development and preparation of agendas and related material
- Other administrative tasks including website management, answering telephones, preparing and maintaining files, technology support, document products and data entry.

## Person specification

To effectively perform this position, the person will have the following:

- Experience in administration and program management
- Strong critical thinking and reasoning skills, including the ability to synthesise and present complex ideas and information
- Commitment to teamwork and the development of effective relationships with colleagues

- Ability to manage multiple tasks, prioritise effectively and produce high quality work within agreed timelines
- Ability to interpret complex information and produce comprehensive and concise briefings and reports
- Ability to liaise effectively with a variety of organisations and individuals
- Advanced IT skills including Microsoft applications (PowerPoint, Excel, Word), grant making databases and website experience
- Ability to adhere to appropriate values and ethical standards in all Foundation business
- Commitment to personal development; you will be conscious of your strengths and weaknesses and continuously identify and act upon opportunities for personal and professional growth
- Affinity with and interest in philanthropy and/or the not-for-profit sector
- A good understanding of social and digital media and platforms.

### Key capabilities

- Highly organised and methodical with strong attention to detail and process
- Comfortable with an ambiguous, complex and agile environments
- Highly resourceful and motivated, able to take initiative and consult effectively
- Excellent interpersonal skills
- Maturity and solid judgment
- Ability to manage simultaneous, often conflicting tasks
- A team player, able to work within a small, professional team
- Entrepreneurial mind-set
- Professional presentation
- Displays integrity and respects confidentiality
- Self-starter with a “roll up the sleeves” attitude/perspective.