

Project Administrator - Sydney

UnitingCare NSW.ACT is the Board of the NSW and ACT Synod of the Uniting Church responsible for the work of community services, chaplaincy and social justice advocacy. All our work is inspired and guided by the principles of justice and compassion.

Services include aged care and disability programs, services for vulnerable families, children and young people and quality early childhood education and care. UnitingCare NSW.ACT also manages the Medically Supervised Injecting Centre.

The UnitingCare IT Services Centre has been established recently to provide a single shared IT service across UnitingCare NSW.ACT. The creation of a UnitingCare IT Services Centre will provide the underlying platform to support our Strategic Directions and help build the systems and processes we need to better meet present and future needs. With robust systems and up-to-date technology, our focus on care will be intensified, enhanced and continually improved through the delivery of infrastructure, application, end user computing and program management services.

The Project Administrator will play an integral part in the Program Management Office by working closely with the project teams and providing project support in key project areas.

Key attributes of the role include:

- Strong understanding of project management principles.
- Previous relevant experience in project management coordination and working with project management tools.
- Strong documentation and communication skills
- Excellent interpersonal, relationship building and stakeholder management skills.
- High attention to detail and ability to handle multiple project demands

Successful applicants will be rewarded with an exceptional opportunity to significantly impact the growth of the organisation and take their career to the next level. It is a unique opportunity to work in a friendly, dynamic and social environment.

UnitingCare NSW.ACT is an EEO Employer. Aboriginal and Torres Strait Islander people are encouraged to apply.

Interested applicants should forward their application to kathym@nsw.uca.org.au

Applications Close 17th March 2010

www.unitingcarenswact.org.au

