

**POSITION DESCRIPTION**

|            |                       |
|------------|-----------------------|
| Title      | Project Assistant     |
| Name       |                       |
| Department | Theological Education |

**ANGLICAN AID REQUIREMENTS - Values**

Grace, Integrity, Compassion, Gospel Partnerships,  
Community Participation, Sustainable Transformation

**RELATIONSHIPS**

|                            |                                                                                                                 |
|----------------------------|-----------------------------------------------------------------------------------------------------------------|
| Direct Manager             | Director of Theological Education (or delegate)                                                                 |
| Direct Reports             | No direct reports.                                                                                              |
| Key Internal Relationships | Theological Education Team<br>Aid & Development Team<br>Communications<br>Donor Relations<br>Operations         |
| Key External Relationships | Overseas / In-country / implementing partners<br>Key supporting partners (Major Donors, collaborating partners) |

**PRIMARY PURPOSE**

(In one or two paragraphs, state the main purpose of the role. Use action words to define WHAT is done and WHY it is done.)

The Project Assistant position is responsible for day-to-day administration of assigned Anglican Aid projects, including data entry of project information, facilitation and monitoring of payments, and preparation of reports. The major focus of the position is to collate and prepare proposals, budgets, and reports for projects seeking funding by major donors, including both building construction and training support projects.

**SCOPE & AUTHORITY**

| Financial                                                                                       | Technical                                         | People                                                           |
|-------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------------|
| Preparation and execution of payments for projects within established project cycle procedures. | Creation and maintenance of Anglican Aid records. | This position interacts with internal and external stakeholders. |

| <b>KEY RESULT AREAS / KEY RESPONSIBILITIES</b>                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| KRA's - Clearly describes the major area of responsibility or activity, which is the focus of performance in this role | KR's - The key accountabilities / functions performed under each KRA. They describe what is to be achieved for each KRA (are not necessarily written as individual tasks).                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Administer assigned projects within established procedures</b>                                                      | <ul style="list-style-type: none"> <li>• Ensure project control documentation is completed and stored in established systems, (project proposals, evaluations and risk assessments, work plans, partnership and activity agreements, budgets, reports, and project reviews)</li> <li>• Assist in the evaluation of project and partner applications and recommendation of approvals.</li> <li>• Monitor projects to ensure ongoing progress and compliance with project agreements and escalate issues within Anglican Aid as appropriate.</li> </ul> |
| <b>Ensure timely and accurate project payments</b>                                                                     | <ul style="list-style-type: none"> <li>• Prepare and process project payments through established approval processes and agreed schedules, confirming reception of funds, and following up discrepancies.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| <b>Communicate clearly and appropriately with partners</b>                                                             | <ul style="list-style-type: none"> <li>• Collate and prepare proposals, budgets, and reports for projects seeking major donor funding.</li> <li>• Communicate occasionally with in-country partners through the project cycles to complete documentation requirements.</li> </ul>                                                                                                                                                                                                                                                                     |
| <b>Contribute to other functions of Anglican Aid</b>                                                                   | <ul style="list-style-type: none"> <li>• Provide information including producing reports on projects as needed for others in Anglican Aid to facilitate promotion and fund-raising.</li> <li>• Engage in meetings and generally contribute as a team member.</li> <li>• Suggest and implement improvements to processes and practices.</li> </ul>                                                                                                                                                                                                     |

| <b>CAPABILITY PROFILE</b>                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Formal Education                                          | <ul style="list-style-type: none"> <li>• Diploma level qualification in a related field is preferred. eg business management, project management.</li> <li>• Equivalent work experience would be considered.</li> </ul>                                                                                                                                                                                                                                                                                                                                         |
| Work Experience                                           | <ul style="list-style-type: none"> <li>• Administrative experience and training highly desired</li> <li>• Previous data-entry work, particularly using Salesforce would be a great advantage.</li> <li>• Preparation of reports</li> <li>• Cross-cultural and International experience considered favourably</li> </ul>                                                                                                                                                                                                                                         |
| Skills / Knowledge / Abilities / Behavioural Competencies | <ul style="list-style-type: none"> <li>• Project administration, including basic financial and reporting</li> <li>• Ability and willingness to work in a small team</li> <li>• Understanding of cross-cultural and linguistic issues</li> <li>• Intermediate level proficiency in Office 365</li> <li>• Capacity to quickly achieve competency in data management systems (SalesForce)</li> <li>• Mature Christian faith and character</li> <li>• A basic understanding of and willingness to commit to the values of the Anglican Diocese of Sydney</li> </ul> |

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|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |                                                                                                                                                                                              |
| Other relevant information | <ul style="list-style-type: none"> <li>● Full time</li> <li>● Office based in Sydney CBD during normal business hours</li> <li>● 12 month contract (with likelihood of extension)</li> </ul> |

**AUTHORISATION - Position Description**

|                         |  |
|-------------------------|--|
| Chief Executive Officer |  |
| (Signature)             |  |
| Supervising Manager     |  |
| (Signature)             |  |
| Employee                |  |
| (Signature)             |  |