

Project Manager

Corporate Mental Health Alliance Australia (CMHAA)

The CMHAA is a business-led, expert guided member organisation dedicated to providing mentally healthy workplaces for all people. CMHAA is part of a global network with chapters across the globe.

The CMHAA is seeking a Project Manager to work across all programs. The role will report to the CEO and Director of Strategy and Programs. We are pleased to offer flexible (min. 3 days per week) and remote working. The CMHAA is an equal opportunities employer.

Position Description

Job Title: Project Manager

Reports to: CEO and Director of Strategy and Programs

Purpose of Job:

- To provide overall support and coordination in order to achieve a smooth delivery of programs for the CMHAA
- Assist to support project teams (with appropriate member and expert representation) for all key activities within the strategic plan (including but not limited to):
 - Working Committee deliverables
 - Annual Wellbeing Week
 - Annual Gatherings
 - Member Insight & Exchange Sessions
 - Panel Sessions

We are a small but dedicated team. As such, the post holder may from time to time be required to take on additional responsibilities to ensure the smooth running of the organisation.

Person Specification

1. Essential

- 1.1 3+ years of relevant experience
- 1.2 Experience of working in a consulting, corporate and/or non-profit environment
- 1.3 Ability to drive project delivery, through self and others, and willingness to 'roll sleeves up' to get things done.
- 1.4 Exceptional organisation skills including the ability to prioritise workload within agreed parameters.
- 1.5 Ability to communicate effectively in writing and verbally, adapting style to suit the audience.
- 1.6 Proficient use of Microsoft Office products
- 1.7 Team player

2. Desirable

- 2.1 Expertise in mental health and/or workplace wellbeing, and a good understanding of the current mental health landscape
- 2.2 Experience in managing website content and social media channels

3. Special Conditions

- 3.1 Must be prepared to travel and attend meetings and training as required which will involve occasional overnight stays
- 3.2 Must be able to work from home / remotely

Applications will be accepted until the position is filled. The position is available for an immediate start.

Please provide a short covering letter telling us why you are interested in joining our team and your Curriculum Vitae to info@cmhaa.org.au