



Position Description: Project Manager I CAN Ovens & Murray, I CAN Network

Purpose of the Project Manager role – communicating, coordinating and coaching

The Project Manager will be responsible for the stakeholder management, project coordination and growth of I CAN Ovens & Murray, the regional network for I CAN Network across the Ovens & Murray region. This will involve building and maintaining relationships with a diverse range of stakeholders, including people on the Spectrum, families, schools, universities TAFEs, businesses and investors, I CAN Network staff, etc. The Project Manager will need to feel a connection and/ or genuine passion for the strengths of people on the Autism Spectrum

Position of Project Manager, I CAN Ovens & Murray

The role of Project Manager is to coordinate the phased development of 'I CAN Ovens & Murray' as a regional model of the I CAN Network mentoring program. To be successful, the Project Manager will view Autism through a positive lens and embrace I CAN's purpose - *to prove what people on the Spectrum CAN do.*

The Project Manager needs to be able to work in a highly flexible organisation that is rapidly building the required systems to be able to support a diverse range of individuals and communities across Victoria and wider Australia. The Project Manager will be assigned a group of stakeholders and customers to service and grow, first in Wodonga, and then, pending growth, across the Ovens and Murray region.

The Project Manager will mentor and coach an Ovens & Murray Network Leader to deliver mentoring programs in Wodonga. In turn, the Network Leader will coach a local Mentor to assist with the delivery of mentoring. The Project Manager will actively maintain strong communication between a local team and the I CAN Network national team.

The Project Manager must have a valid Working With Children Check (“**WWCC**”) (Employee). I CAN will make a small financial contribution towards the procurement of the WWCC.

The Project Manager role will have a probationary period (ending April 2016) after which the incumbent and the Chief Enabling Officer can review the experience of the role and the wider Ovens & Murray project.

What will YOU get out of this?

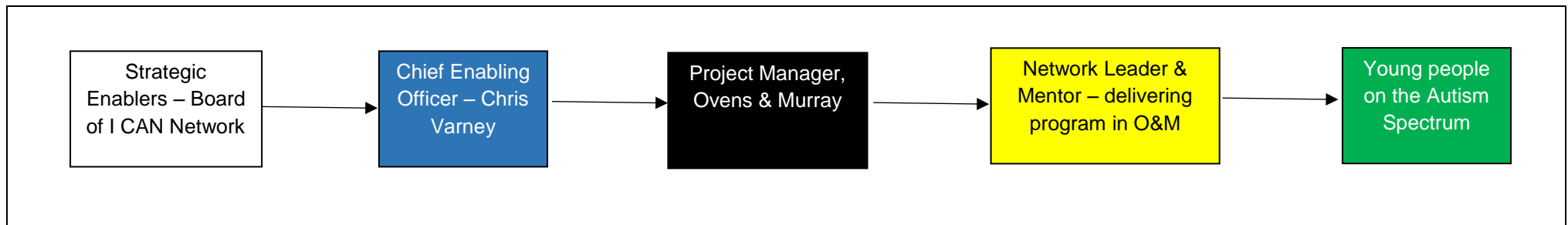
- A whole lot of fun!
- Meeting great people and making new friends!
- Enhancing your professional skills and networks
- Growing your self-confidence
- The opportunity to make a difference
- Networking with community organisations
- Insight into the strengths talents of Autism
- Making an impact on a small, ambitious organisation

How to Apply?

Please apply in writing to opportunities@icannetwork.com.au with '**Attn: Gabrielle – Project Manager application**' in the subject title by midnight on 20 January 2016. You will need to attach a copy of your CV and a cover letter addressing your suitability to the 'key responsibilities' outlined below.

Key position information		Date updated: 10/05/2016	
Title: Project Manager, I CAN Ovens & Murray		Position reports to: Chief Enabling Officer	
Primary purpose of position		Interests	Capabilities
<p>The Project Manager will be responsible for the stakeholder management, project coordination and growth of I CAN Ovens & Murray, the regional network for I CAN Network on the NSW/ Victorian border. This will involve building and maintaining relationships with a diverse range of stakeholders, including people on the Spectrum, families, schools, universities TAFEs, businesses and investors, I CAN Network staff, etc.</p> <p>It's expected that the current phase of I CAN Ovens & Murray would require a commitment of an average of 5-10 hours per week from this role. Naturally this will vary depending on the time of year.</p>		<ul style="list-style-type: none"> • Passion for youth • Passion for people on Autism Spectrum and their talents • Belief in I CAN Network's Values 	<ul style="list-style-type: none"> • Listening • Teamwork • Communication • Stakeholder engagement • Small team management • Basic budgetary understanding
Key Responsibilities		Tasks	
Duty of Care		<ul style="list-style-type: none"> • Holding a valid Working with Children Check and Police Check • Strict adherence to I CAN Network's training and policies on duty of care • Maintaining dialogue with Chief Enabling Officer on meeting duty of care obligations 	
Empowering Young People on the Autism Spectrum		<ul style="list-style-type: none"> • Believing in I CAN's mentees and valuing/leveraging their individual motivations and talents • Working with I CAN's mentees to enable them and change the culture around them • Being patient, understanding and aware of how your actions may affect mentors and mentees • Working with mentees' 'I CAN Networks', within the boundaries of the program • Raising potential conflicts or issues immediately with stakeholders and Chief Enabling Officer 	
Stakeholder Engagement		<ul style="list-style-type: none"> • Coordinate regular communication between relevant stakeholders in I CAN Ovens & Murray • Act as the main point of contact for different stakeholders • Maintain an active feedback loop between I CAN mentors, customers and I CAN Central • Manage expectations across stakeholders and customers • Work constructively with all stakeholders to run outstanding mentoring programs 	
		<ul style="list-style-type: none"> • Manage the Ovens & Murray project against a project plan 	

End-to-end ownership of Ovens & Murray project	<ul style="list-style-type: none"> • Meet reporting requirements with stakeholders and I CAN's Strategic Enablers (Board) • Actively contribute to the ongoing design and evolution of I CAN Ovens & Murray
Coaching of Network Leader	<ul style="list-style-type: none"> • Regularly coach Network Leader in delivering content and engaging stakeholders • Act as a positive role model for Network Leader and Mentor at all times • Create opportunities for Network Leader and Mentor to consolidate their skills • Constructively deliver feedback to Network Leader and Mentor from other stakeholders/ customers • Provide Network Leader with opportunities to develop stakeholder management skills • Actively participate in I CAN's Mentor Training and reinforce training with assigned Network Leader
Manage and Grow I CAN Ovens & Murray	<ul style="list-style-type: none"> • Scout out opportunities for the growth and expansion of I CAN Ovens & Murray • Monitor mentee attendance and engagement • Accurately monitor and review the utilisation of I CAN resources within the program against assigned budgets; reporting issues to the Chief Enabling Officer • Actively identify and pursue opportunities to further develop I CAN Ovens & Murray as a local business
Working for the I CAN Network	<ul style="list-style-type: none"> • Actively promote I CAN Network and seeking out new supporters and customers • Identify and enable the next generation of mentors from amongst mentee groups • Uphold I CAN's Values - <i>We are Positive, We Enable, We are Open, We are Gutsy, We build Networks, We value Integrity</i> (defined below) • Contributing to a great team culture



We enable

We are committed to actively accommodating individual needs, embracing diversity and difference, and removing barriers to encourage participation.

An enabling person is someone who...

- Works with each person to identify their individual needs
- Supports others in their endeavours & attempts to improve themselves
- Uses knowledge of individual needs & strengths to facilitate learning, communication, & participation
- Constantly looks for solutions
- Uses individual strengths to 'set people up for success'
- Is open to discovering someone's potential

An enabling person is someone who does not...

- Insist on a particular communication style
- Give up on people
- Label people with limits
- Expect people to conform

We are open

We listen and learn from each other. We are flexible and adapt to different circumstances.

An open person is someone who...

- Welcomes criticism and feedback
- Listens to other's ideas
- Encourages creativity
- Respects differences of opinion, even if they don't agree
- Encourages everyone to contribute
- Is willing to consider new ways of doing things

- Adapts to unforeseen circumstances

An open person is someone who does not...

- Shoot down ideas
- Insist on one way
- Throw in the towel/give up

We are gutsy

We are courageous and push ourselves to grow. We are wholeheartedly invested in everything that we do.

A gutsy person is someone who...

- Pushes themselves & others to grow, but not to breaking point
- Is willing to step out of their comfort zone & try new things
- Takes on big challenges
- Passionately advocates for an understanding or belief
- Is passionate about their work
- Supports others in their vulnerability/when they are vulnerable (taking on new challenges/risks)

A gutsy person is someone who does not...

- Force people to do something they are not comfortable with
- Force people to push themselves to breaking point/exhaustion/meltdown/burn-out
- Try to take on too much, particularly when the work can be delegated
- Ignore the value of compromise

We are positive: We focus on strengths.

A positive person is someone who...

- Creates a positive environment
- Celebrates achievements/milestones
- Is solution-focused/sees problems as challenges to be overcome
- Uses positive language

A positive person is someone who does not...

- Use deficit language
- Focus on problems (not problem-focused)
- Put people down

We value integrity: We are honest, transparent, and trustworthy

A person with integrity is someone who...

- Is responsible
- Adheres to required regulations (inc. company values)
- Meets commitments
- Admits their mistakes
- Encourages others to be open and honest
- Acknowledges the limits of their expertise
- Maintains I CAN Network's reputation

A person with integrity is someone who does not...

- Withhold important information
- Act inappropriately
- Avoid responsibility

We build networks: We work at a grassroots level to build effective and supportive local communities.

A person who builds networks is someone who...

- Encourages individual and group autonomy
- Fosters a sense of group identity and belonging
- Supports and provides encouragement to one another
- Seeks to build connections (encourages friendships)
- Works as part of a team
- Seeks support and help when needed
- Maintains good communication between working groups
- Collaborates

A person who builds networks is someone who does not...

- Try to do everything themselves
- Create division/s