



Position Description

Position Title:	Project Coordinator
Location:	105 Cambridge St, West Leederville
Manager:	General Manager - Urban Mobility
Direct Reports:	Nil
Position Status:	Full Time - Contract to 30 th June 2021
Applications Close:	5:00pm Friday 13 th November 2020
Application Details:	To apply please email a cover letter (maximum one page) outlining why you are perfect for the role and a copy of your resume. Email: careers@westcycle.org.au Please ensure you clearly state the role you are applying for in the Subject Line of the email.

About WestCycle

WestCycle is Western Australia's Peak Body for Cycling and representative voice for all bike riders. Our dedicated team strives to develop, promote and enact positive change state-wide. Together, we can improve bike riding for all Western Australians.

WestCycle is passionate about building on the recent momentum in bike riding through record spending on infrastructure and growth in participation during Covid-19.

We are guided by the high-level objectives contained within Our Bike Path - A Strategic Framework for Cycling in Western Australia with our core 5 priority areas being:

1. Grow a Cycling Culture
2. Create Bike Friendly Communities
3. Build the Capability of our Community
4. Strengthen our Sporting Pathway
5. Develop a Cycling Economy

For specific questions relating to this position please contact:

Philip Taylor

General Manager Urban Mobility

Philip.taylor@westcycle.org.au

Position Overview

The Project Coordinator role is responsible for all the management and implementation of a range of programs and projects that are related to Urban Mobility. The role is varied and requires a diverse skill set and a willingness to be flexible. An eye for attention to detail, willingness to go the extra mile and a passion for community outcomes will be required to make the most of the opportunity this role presents.

With over 400,000 people riding a bike each week in Western Australia our Urban Mobility business unit has some ambitious plans to continue our journey of making riding a bike an even more normal way of life.

Key Responsibilities

Project Management

- Working with the General Manager of Urban Mobility to deliver a broad range of initiatives and projects designed to increase the participation of bike riding.
- Coordinate and deliver major organisational projects and ensure these projects are completed on time and within the given budget.
- Liaise with stakeholders to identify project requirements and objectives.
- Create and maintain project documentation (e.g. project schedule/timeline, budget, Project plan, reviews etc.)

Working With Children

- Maintain an up to date register of Working With Children checks at all times
- Remain up to date with all legislation and responsibilities under the Working With Children Act
- Follow-up any Working With Children Cards that are due to expire and ensure WestCycle does not engage with anyone that would breach our responsibilities according to the WWC Act
- Provide advice and guidance to the team around WWC compliance.

Other Duties

- Perform other duties as directed by the GM of Urban Mobility and CEO
- Provide a high level of internal and external customer service
- Attend all WestCycle events and support the event management team
- Provide general support and assistance in the lead up to all WestCycle events

Selection Criteria

- Show impeccable ability to demonstrate the ten characteristics that require zero talent:
 - Being on time
 - Making an effort
 - Being high energy
 - Having a positive attitude
 - Being passionate
 - Using good body language
 - Being coachable
 - Doing a little extra
 - Being prepared
 - Having a strong work ethic

- An understanding of the Western Australia education system will be highly regarded.
- A willingness to go above and beyond the core responsibilities of the role to ensure WestCycle is successful and the entire team is supported.
- Strong and demonstrated experience in managing projects and initiatives within the community.
- Strong attention to detail.
- Hard worker with excellent time management skills and the ability to manage their own workload.
- High-level written communication skills.
- Demonstrated high-level interpersonal skills with the ability to build effective relationships with people at all levels.
- Ability to work within a team environment.
- Ability to manage competing priorities from multiple people and negotiate deliverables based on capacity.
- Eagerness to get involved in all aspects of bike riding and do whatever is required to get a job done successfully.