



## Role Description

### Senior Project Manager

<b>Organisation</b>	Sydney WorldPride Limited
<b>Location</b>	Surry Hills, Sydney NSW (WFH during lockdown)
<b>Classification/Grade/Band</b>	Tier 3 - management
<b>Term of Employment</b>	Full-time, fixed term to March 2023
<b>Commencement Date</b>	November 2021
<b>Website</b>	<a href="http://www.sydneyworldpride.com">www.sydneyworldpride.com</a>

### Overview of Sydney WorldPride Ltd

In October 2019, Sydney Gay and Lesbian Mardi Gras (SGLMG) successfully won the rights to host WorldPride in Sydney in 2023 (Event).

WorldPride is an event that promotes lesbian, gay, bisexual, transgender, queer and intersex (LGBTIQ) issues on an international level through parades, festivals and other cultural activities. The inaugural WorldPride was held in Rome in 2000. Cities which have hosted WorldPride since 2000 include Jerusalem, London, Toronto, Madrid, New York, Copenhagen is hosting WorldPride in 2021 and Sydney in 2023.

Sydney WorldPride Ltd is the legal entity established to plan and deliver the Event. The Event is to take place over two weeks in February 2023 and it will coincide with the 50th anniversary of the first Australian Gay Pride Week; the 45th anniversary of the first SGLMG; and the fifth anniversary of Marriage Equality in Australia.

SWP 2023 will be the first WorldPride to be held in the Asia Pacific, and our programs will shine a light on LGBTIQ+ human rights across the region. In addition, First Nations peoples were an integral part of the bid, and they will continue to be front and centre to our WorldPride program.

SWP2023 will build on the success of SGLMG and provide new opportunities to engage more broadly with LGBTIQ+ community groups, bringing new ways of engaging, sharing and working with audiences and participants.

We are looking for experienced, skilled and highly motivated people to join the team to ensure SWP2023 engages, educates and excites audiences, while creating memorable experiences and providing significant benefits to the LGBTIQ+ community in Australia and globally.

Our values are collaboration; openness and transparency; integrity; inclusion; and working for the good of the LGBTIQ+ community / pride movement in Australia, the region and globally.



## Primary purpose of the role

Reporting to the Chief Operating Officer (COO), the Senior Project Manager is responsible for Sydney WorldPride's project management function – providing insight, integration and overall management of all processes and functions to improve the consistency and efficiency of the project delivery, ensuring the project keeps to all timelines and complies with all government project requirements.

## Key accountabilities

- Develop and maintain all project objectives, scope; assist with evolving roles and responsibilities.
- Develop and maintain the overarching project plan, including working with the Heads of Department to establish departmental milestones and interdependencies; then manage the delivery of workstreams and activities according to this plan.
- Assist with the maintenance of project resourcing requirements, availability, and allocation.
- Assist the CFO with ensuring the project is tracking to/delivered on budget.
- Maintain and continue to develop operating policies consistent with SWP's goals and objectives.
- Negotiating and resolving issues arising from a complex and challenging stakeholder environment.
- Manage fortnightly status reporting from the Heads of Departments/workstreams to ensure deliverables are on track.
- Identify, manage and mitigate potential risks to ensure the successful and timely delivery of the project.
- Provide reports, analysis and recommendations to the COO and CFO on results against the project plan to enable effective decision-making by the Executive Team.
- Business analysis work to define As Is and To Be states, requirements gathering and understanding of operational workflows.

## Reporting line

This role will report directly to the Chief Operating Officer.

## Role Requirements

- 5+ years in a similar role
- Business degree or related tertiary qualifications
- Strong familiarity with project management software tools, methodologies, and best practices e.g. MS Project, Smartsheet, etc.
- Strong familiarity with 0365 tools including Teams, SharePoint, Viseo (or similar), etc.
- Experience guiding a Leadership Team within a complex project environment
- Not-for-profit experience would be highly beneficial
- Advanced reporting and analysis skills.
- Deep understanding and experience at a senior level with end-to-end project and risk management in complex environments
- Experience in establishing a project management framework, implementing standards, systems and processes



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- Big picture thinking and visions, but also high attention to detail
- Ability to manage and resolve issues in real time as needed
- Proven experience effectively managing complex issues within a political and community environment
- Significant financial and business acumen, with a proven ability to maximise the organisational benefit derived from scarce resources.
- Demonstrated understanding of historically marginalised communities: LGBTQI, First Nations, etc.

If this role sounds like you, please send your CV and a cover letter to [careers@sydneyworldpride.com](mailto:careers@sydneyworldpride.com) . We're interested in someone with a positive, can-do attitude who wants to play an integral part of a wonderful, once-in-a-lifetime pride event.