

POSITION DESCRIPTION

1. POSITION SUMMARY

Position Title: Project Manager (Voluntary Position) - Customised Assistive Technology

Location: This position is located at the TADSA offices at Gilles Plains

Days/Hours of Work: 15 hours per week (Monday, Tuesday, Wednesday)
Job Share

Expenses: All out of pocket expenses are reimbursed by receipt.
Travel expenses are reimbursed at 45 cents per km.

2. TECHNOLOGY FOR AGEING AND DISABILITY (SA) INC

TADSA is an organisation whose volunteer members design, construct or modify equipment that is not readily available for people with disabilities. TADSA was founded in 1977 and incorporated in 1978. Thousands of people with disabilities have benefited from the services provided by TADSA since that time.

TADSA employs one part time general manager and one part-time marketing and communications officer. All other positions are voluntary. Governance of TADSA is vested in the Board of Directors consisting of a maximum of 9 members. The TADSA office is situated in the Royal Society for the Blind complex, Building No. 31 Blacks Road, Gilles Plains.

3. EMPLOYER

The Project Manager is engaged in a voluntary capacity by Technology for Ageing and Disability SA Inc.

4. JOB SUMMARY

The Project Manager is supported by a Project Coordinator and other project volunteers. The Project Manager processes all enquiries for customised assistive technology which may lead to projects in a formal manner. Projects are to be controlled by the Project Manager, from the first inquiry through to project completion and delivery. A project follow-up (undertaken by another volunteer member) shall complete this process, ensuring that the client is totally satisfied with the resulting product.

5. REPORTING RELATIONSHIPS

The Project Manager reports to the TADSA General Manager.

6. SPECIFIC RESPONSIBILITIES (per approved Project Management Working Processes)

1. Communicate with clients, or their Carer/Agent, to obtain all relevant personal details and gain an understanding of what is required to deliver the project.
2. Ensure the Primary Data Sheets and a hard copy of all relevant information for all "Active" requests are kept in an organised manner.
3. Ensure the Project Management Access Database is kept up to date at all times.
4. Determine if a client request requires an assessment to be undertaken to better understand the requirements and/or prepare a cost estimate before any physical work on a project is undertaken.
5. Ensure all project management policies are understood and procedures are carried out as prescribed.
6. Ensure a funder is clearly defined and aware of the estimated costs or what the cost will be based on before a project is assigned to a technical member.
7. Assign each Assessment Request or Project Request to an appropriate technical member(s), one who has the skills and preferably lives within the client's vicinity and is able to complete it in a timely manner, but only after the technical member has agreed to do it.
8. Regularly monitor the progress and status of all client requests, from the initial inquiry through to when the project has been completed and is ready for invoicing, or is cancelled because it is not going ahead for any number of reasons.
9. Provide technical members with all relevant documents relating to the assessment or project.
10. Present the details of all new client requests, and the outcomes of all assessments as supplied by the technical member, to the project team every week.
11. Ensure each request cannot be readily provided by a commercial venture before an assessment and/or a project is assigned to a technical member.
12. Ensure any equipment requested to be modified is owned by the client or person making the request.
13. Ensure each request meets TADSA's project guidelines before an assessment and/or a project is assigned to a technical member.
14. Identify if any potential safety factors need to be considered before a project request is issued to a technical member.

15. Provide clients with a written cost estimate if required to do so.
16. Check and complete all Cost Return Forms from technical members and forward them along with all relevant documents to the Manager for payment and invoicing.
17. Ensure all completed paperwork is filed appropriately.
18. Maintain a clean, uncluttered and safe work area.
19. Promote the aims of TADSA.
20. Facilitate technical members' meetings.
21. Maintain regular contact with technical members.
22. Contribute content for the Technical Members' Bulletin.
23. Identify newsworthy projects for the TADSA newsletter.

7. SKILLS AND EXPERIENCE

Essential:

- Highly organised
- Able to prioritise tasks
- Professional telephone manner
- Excellent written and interpersonal communication skills
- Good leadership, management, organisational and administration skills
- Demonstrated ability to manage a team and in supervising volunteers
- Demonstrated high level of computer literacy including MS Office and database software
- Good knowledge of engineering and technical principles

Desirable:

- Empathy with the needs and requirements of people who live with a disability.
- Experience in working with volunteers
- Experience in working with people with disabilities
- Experience with OH&S requirements
- An understanding of privacy issues.