

Vets Beyond Borders

Assistant Program Manager

Part-time role (0.8 FTE)

- Work from home opportunity
- Work for one of Australia's most rewarding NFP animal charities
- Challenging and diverse role

An opportunity has arisen for a passionate person to work with a unique and growing animal welfare and One Health organisation. Engage with veterinary professionals, emergency management stakeholders and the animal health and welfare sector to drive better outcomes. Undertake high level program management and delivery of our Programs, including financial, operational and stakeholder management.

Position overview

We are seeking an assistant Program Manager to work with our team on our VetMatch and VetTrain programs. You will also oversee the implementation and progress of these operations.

The ideal candidate will have experience and knowledge in the areas of stakeholder management, scope, time, quality, administration, budget, communication, and integration to produce results in a timely manner. You will also be able to develop efficient strategies and tactics. You will provide guidance to the organisation and partners in ways that promote VBB's vision and values.

Key responsibilities

- Organise and evaluate projects
- Coordinate and execute cross-project activities
- Develop and manage deadlines
- Work within budgets
- Manage program volunteers and partners
- Assess program performance and aim to maximise volunteer and training experiences
- Prepare Board reports
- Assist with marketing and fundraising for VBB

Essential Criteria

- Proven experience managing projects
- Outstanding organisational, communication and problem-solving skills
- Demonstrated understanding and sensitivity to animal health and welfare issues
- Superior interpersonal, written and negotiation skills
- Ability to work as part of a team and to be self-directed
- Well-developed initiative and ability to balance competing priorities
- Ability to work efficiently from home

Desirable criteria

- Experience working effectively with interstate and/or international stakeholders
- Experience in an Animal Science, Animal Industry, Animal Welfare fields

Special conditions

- Some out of hours work on weekends or evenings may be required, for example, attendance at forums or meetings
- Intrastate, interstate and / or international travel may occasionally be required
- You must be eligible to work in Australia. If you are successful for this role, you will be required to conduct pre-employment checks

Please send Curriculum Vitae and 1-page cover letter (ideally with References) to admin@vetsbeyondborders.org

Applications close midnight 5th December 2021.

About us - Vets Beyond Borders

For more information, please visit our website www.vetsbeyondborders.org