

Project Manager

Location: Remote Based in Western Australia

Reports to: Program and Implementation Manager

Employment Type: Full Time

Position Overview

The Project Manager is responsible for overseeing the successful implementation of SafeSide Prevention's suicide prevention programs in Western Australia and beyond. This role requires expertise in project coordination, stakeholder engagement, and implementation management to ensure the delivery of high-quality, evidence-based programs across multiple sites. The Project Manager will be the designated point of contact with government partners, and work closely with an implementation specialist to serve mental health services, first responder organisations, and other key stakeholders to achieve suicide prevention outcomes.

Key Responsibilities

Project Leadership & Coordination

- Develop and execute a detailed project implementation plan, ensuring alignment with contract requirements.
- Monitor project timelines, deliverables, and budgets, addressing risks and ensuring project milestones are met, and assertively and respectfully raising awareness if milestones are at risk
- Work collaboratively with SafeSide's leadership team, the Western Australian Mental Health Commission (WAMHC), and leaders from other partner organisations throughout Australia to manage project expectations.
- Serve as the primary point of contact for project activities, ensuring clear and transparent communication across all stakeholders.

Stakeholder Engagement & Collaboration

- Build and maintain strong relationships with government agencies, health service providers, and first responder organisations to drive successful implementation.
- Facilitate regular meetings with advisory groups, lived experience representatives, and regional partners to ensure the program meets the needs of diverse communities.
- Support the recruitment and engagement of partner organisations and training participants.

Program Implementation & Support

- Oversee the delivery of WA Workplace-Connect, SafeSide Program, Collaborative Assessment and Management of Suicidality (CAMS), and Restore Network initiatives in accordance with project timelines.
- Ensure the customization of training materials aligns with Western Australia's specific needs, incorporating regional and cultural adaptations.
- Work closely with the Implementation Specialist to coordinate facilitator training, material distribution, and site readiness.

Monitoring, Evaluation & Reporting

- Track key performance indicators (KPIs) and document progress toward program outcomes.
- Collaborate with the implementation and impact team to analyze data and report findings to internal and external stakeholders.
- Prepare high-quality project reports for funding bodies, partners, and advisory groups.

Risk Management & Quality Assurance

- Identify risks and challenges in project implementation and develop mitigation strategies.
- Ensure all activities comply with organisational, contractual, and ethical standards.
- Provide guidance and coaching to partners to enhance program fidelity and sustainability.

Qualifications & Skills

- Minimum of 4-6 years of experience in project management, implementation science, or program coordination.
- Bachelor's or Master's degree or equivalent in project management, public health, psychology, or a related field.
- Proven experience leading multi-site program implementations, preferably in mental health or suicide prevention.
- Strong stakeholder engagement skills with demonstrated ability to work with government, community, and health organisations.
- Experience managing budgets, contracts, and reporting requirements.
- High-level communication and problem-solving skills, with the ability to navigate complex project dynamics.
- Technical proficiency in ClickUp (or similar project management tools), Google Workspace, Microsoft Office, and Slack.
- Ability to travel within Western Australia 3-4 times per month and work virtually across multiple time zones.

Preferred Experience



SafeSide
P R E V E N T I O N

- Knowledge of suicide prevention strategies, mental health service delivery models, or first responder wellness programs.
- Experience with the Western Australian MH Commission or other commissioning body or state government or NGO sector.
- Experience with large scale or state wide project implementation.