

Strategic Initiatives Coordinator

- **Part-time role (0.8FTE)**
- **6-month Fixed-Term contract (*with possibility for extension*)**
- **Outstanding culture and opportunity to work with a for-purpose organisation**
- **On site – East Perth office location**

Salary \$80,000 - \$90,000 per annum pro rata + Salary Packaging + Super

iLA (Independent Living Assessment) is a for-purpose organisation dedicated to empowering people and communities to live and age well.

iLA delivers the Single Assessment Service across WA, along with digital-first initiatives including LiveUp, KeepAble and AT Chat, as well as navigation and peer mentoring programs. Our people are at the heart of everything we do, and it is their passion, talent and dedication that drive our impact.

THE ROLE

iLA is seeking a Strategic Initiatives Coordinator, to assist in coordinating organisation-wide projects, engage with stakeholders, and keep initiatives on track with research, reporting and administrative support.

The role will be responsible for crafting high-quality tenders, grant applications, executive reports and governance documentation, to help drive continuous improvement and change across iLA.

Key responsibilities include:

- Coordinate strategic initiatives, organisation-wide projects and business improvement activities.
- Maintain project plans, schedules, risk registers, action logs and governance documentation.
- Assist in preparing high-quality tender submissions, grant applications, funding proposals, and governance papers.
- Engage internal and external stakeholders and coordinate project meetings, workshops, communications and change activities.
- Research and analyse information, monitor organisational performance and identify opportunities to improve systems, processes and service delivery.

THE CANDIDATE

The ideal candidate will possess:

- Highly developed organisational, administrative, and computer skills, with the ability to manage competing priorities, meet deadlines, and handle confidential information with discretion.
- Proven experience delivering projects and strategic initiatives, including developing project plans, schedules, risk registers, reports, and governance documentation.
- Possess a proactive, analytical, and solutions-focused workstyle, with the ability to identify issues and recommend practical improvements.
- Experience preparing funding submissions, tenders, grant applications, or other business growth proposals.
- Strong stakeholder engagement, communication, and change management skills, with the ability to influence and build effective relationships.

WE OFFER

- Great culture considered to be in the top 5% nationally for our sector.
- Ongoing support and training, including Professional Development
- Generous salary packaging, up to an additional \$18,549 tax free FBT (including the ability to package relocation expenses for those eligible)
- True work life balance with additional 3.5 days leave (pro-rata) / ability to purchase additional leave.
- Employee Assistance Program for you and your immediate family
- Health & Well-being Program including flu vaccination

TO APPLY

Register your interest today by submitting your curriculum vitae and a cover letter, addressing how you meet the work-related requirements (in no more than 2 pages).

Applications close: November 2nd 2026.

We reserve the right to commence interviewing before the closing date

If you wish to discuss the position, please contact **Liberty Cramer – Strategic Initiatives Manager** at Liberty.Cramer@ilaustralia.org.au. If you require any additional support during the recruitment/interview phase, please contact HR@ilaustralia.org.

Only those with the right to live & work in Australia need apply.

*** No agency applications at this time. ***

Mission: We strive towards our mission of a community in which all abilities are valued, where people have the knowledge, tools, and confidence to participate.

Values: *Passion, Integrity, Embracing, Authentic*