

# Project Manager: Alpha Film Series Contextualisation

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Alpha's core product is the Alpha Film Series (AFS) which has been translated and contextualised in countries all over the world. The need for contextualised product has increased over the past years. This role will be focused on project managing a fully contextualised AFS product, as well as translations of this product.

The Alpha Film Series Contextualisation Project Manager will need to quickly assimilate information to build out a comprehensive production project plan in conjunction with our external supplier, develop a detailed budget for each production phase, and ensure all legal and contract negotiations are completed in a timely manner. A large part of this role will be managing dependencies across workstreams of production activities and timeline, working with many teams, such as legal and finance, and closely with the Internal Producer, to drive the required rhythm, robust programme reporting and internal comms.

## About Alpha

Alpha is a series of interactive sessions that freely explore the basics of the Christian faith. The vision of Alpha is to see the evangelisation of the nations and the transformation of societies. The mission is to inspire, train, equip and mobilise churches around the world into more effective evangelism through Alpha and its related ministries. Today, over millions of people around the world have attended Alpha.

To apply, submit your application with full resume, current and expected salary to [asiapacificcareers@alpha.org](mailto:asiapacificcareers@alpha.org)

Alpha

## Key Responsibilities

Based in Kuala Lumpur, the Alpha Film Series Contextualisation Project Manager will have the following responsibilities:

- **Project Management:** Spearhead the day-to-day operations of the project, addressing any risks, issues, and their mitigations promptly to ensure project continuity and success .
- **Contractual Oversight:** Collaborate closely with our internal Governance and Legal teams to formulate contracts with external entities, ensuring they adhere to our internal policies and legal standards.
- **Workstream Supervision:** Coordinate various workstreams, including legal, to meticulously brief and define the scope of contributor forms, material releases, and additional documentation essential for supporting Production activities.
- **Communication Facilitator:** Guarantee consistent and effective communication across all project stakeholders, both internally and externally, fostering a collaborative environment.
- **Budget Management:** Oversee the project's budget, diligently updating internal systems to track project expenditures and overseeing all financial transactions, including income and payments.
- **Financial Forecasting:** Provide regular cash flow updates to our finance and fundraising departments, ensuring the project's financial needs are met efficiently.
- **External Team Liaison:** Maintain and enhance working relationships with external team members, optimising their professional contributions across the project.
- **Strategic Alignment:** Collaborate with the Product Strategy (including Translation and Contextualisation) and Global Impact teams to ensure the project's outcomes meet Alpha International's strategic goals.

## Qualifications & Essential Skills

- 5+ years professional experience in Consulting or Project Management
- High resilience and comfort working with fast-paced teams and operating in ambiguous work environments, to tight deadlines
- Excellent written and verbal communication skills; high-level of comfort facilitating meetings
- Strong analytical, problem-solving, and resourcefulness
- Ability to develop credibility with key stakeholders and drive for alignment, accountability and improvement
- Cross cultural awareness and sensitivity
- Advanced MS Word Skills, Excel and PowerPoint
- Self-motivated, strategic thinker
- Flexible attitude
- High attention to detail
- Strong knowledge of Alpha as an organisation
- Experience of running or participating in Alpha in a local church

## Desirable Characteristics

- Project experience of working on film or TV projects
- Prince 2, Agile qualification or similar