

# Project Manager: Alpha Youth Series Contextualisation

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The original Alpha Youth Series was launched in 2014 and an updated version (AYS 2.0) launched in 2017. It has since been translated into over 40 languages. A new version of the Alpha Youth Series will be released in Q3 2024 and will be contextualised into 5 different local products and 55 translations.

The need for contextualisation is increasing and the need for more contextualised products is growing. Following feasibility and research by Alpha's Product Managers, The Creative Hub is planned to be the production hub for new contextualised content and to grow to serve Alpha's growing production needs.

## About Alpha

Alpha's vision is the (re)evangelisation of the nations, the revitalisation of the church and the transformation of society. Each member of staff plays a key role in contributing to our vision.

Alpha's mission is to equip and serve the church in its mission to help people to discover and develop a relationship with Jesus. Our primary way of carrying out our mission is by equipping churches around the world with Alpha – a series of sessions exploring the Christian faith.

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 Project Manager: Alpha Youth Series Contextualisation 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

- 3+ years professional experience in 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