



Job Title: Program Designer and Program Manager

Reporting To: Executive Officer

Key relationships: Communications, Finance Manager and staff

Hours: 1.0 FTE 12 months Fixed term

Salary: 67K PA plus superannuation

Duration: Fixed term 12 months

Location: Initiatives of Change Centre, 226 Kooyong Road, Toorak, Vic, 3142

Purpose of the Position:

To develop and manage current programs of IofCA, and design new programs; and ensure alignment with IofCA strategic direction and Financial sustainability framework.

Responsibilities and Duties:

1. Manage Programs
 - a) Manage Program Coordinators
 - b) Support staff to manage organisational change
 - c) Facilitate collaboration between program coordinators
2. Resource Management
 - a) Oversight of program budgets and expenditure tracking
 - b) Facilitate funding applications with the support of the Grant writer fundraising manager
3. Program Design and Management
 - a. Develop an understanding of IofCA programs to then design new programs aligned with IofCA values.
 - b. Develop programs that will be suitable to take to external groups.
 - c. Seek to understand and implement best practice in program delivery and evaluation
 - d. Oversight of program quality and alignment with IofCA strategy
 - e. Manage risks associated with programs

4. System Improvement

- a) Support the ongoing development of program related policies, procedures and systems
- b) Support Program Coordinators to effectively tailor programs.
- c) With a view to take new programs into the corporate world.

5. Project Work

Additional Project support as directed by the Executive Officer

Team Work

The suitable candidate will be required to undertake the following as part of the lofCA team:

1. Commit and work to the principle that how we operate as a team is a direct reflection of how we engage with communities
2. Liaise with operational functions such as Communications, Administration and Finance as required
3. Attend and contribute to relevant meetings, such as staff meetings
- 4.

A flexible approach to work arrangements includes working out of normal business hours (for meetings and programs where relevant).

Skills/Attributes:

1. Experience designing, managing and evaluating programs
2. Excellent interpersonal and teamwork skills
3. Excellent time management and organizational skills
4. Experience engaging with diverse peoples from different cultural, religious, generational and economic backgrounds.
5. Excellent communications skills, both oral and written, good listening skills, negotiation skills and clear communicator with consultative approach
6. Ability to thrive in a complex and changing workplace

Desirable

Tertiary qualification in a relevant discipline such as Community Development, International Development or Social Work.

The successful applicant will be required to pass a criminal record check.