

## POSITION DESCRIPTION

Position:	Program Manager
Reports to:	Executive Manager, Sector and Community
Direct Reports:	students, volunteers and staff
Tenure:	Full time till 30/6/2022
Classification:	SHADS Level 6 + superannuation + salary packaging
Location:	Richmond (Primary location) and Dandenong

## BACKGROUND

inTouch is a not-for-profit organisation that provides services, programs and responses to family violence in migrant and refugee communities. We work across the continuum from prevention, early intervention, crisis and post crisis support and recovery.

inTouch provides innovative services to support women, families and communities from culturally, linguistically and religiously diverse backgrounds affected by family violence, and to work towards preventing such violence through awareness raising, advocacy and community capacity building. Our strategic priorities are prevention and early intervention, crisis intervention, post-crisis support, research and advocacy, building sector capacity and strengthening organisational capacity.

inTouch is the only accredited specialist family violence service in Australia which specifically caters to the needs of those experiencing family violence in migrant and refugee communities.

### Vision

inTouch's vision is for culturally diverse families to live free from violence.

### Purpose

inTouch's purpose is underpinned by four pillars and is focused on strengthening our **leadership** position by using **influence** to shape state, national and international agendas, fostering a culture of **innovation** and making a long-lasting positive **impact** on the lives of people and community.

In 2018 inTouch established **inSpire** an initiative to support women and their children moving beyond family violence and starting a new life.

## POSITION SUMMARY

The Program Manager will be responsible for all elements of the inSpire program, and report to the Executive Manager, Sector and Community. The Program Manager will develop and

Position Description Fixed Term Project Manager	Effective Date	01/03/2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	01/03/2022	Page 1 of 3

implement the components of inSpire that work directly with women and children moving beyond family violence as well as overseeing the fundraising strategy.

This role supervises and supports the Fundraising Coordinator and project staff.

The incumbent will also be responsible for Inspire for Change Multicultural Voice of Lived Experiences Advisory Group.

The Program Manager will drive key operational activity including the implementation of a number of flagship projects for the organisation and the Board, as well as other duties as required that match the incumbent’s skills, abilities and classification.

## RELATIONSHIPS

- |          |  |
|----------|--|
| Internal | The incumbent is expected to develop and maintain respectful and effective working relationships with all inTouch staff, leadership, the Board and the Inspire for Change Multicultural Voice of Lived Experiences Advisory Group. |
| External | Philanthropic foundations and other funding bodies, relevant academic institutions, refugee and migration communities, government, stakeholders, contractors and agencies within and outside the family violence service sector.   |

## POSITION ACCOUNTABILITIES

- The inSpire fund
  - Develop and implement inSpire’s program of activities applying community development principles
  - Oversee the fundraising program and staff, support the fundraising activities of inSpire
  - Work in collaboration with the Communications Coordinator to support the communications activities of inSpire
- Inspire for Change: Multicultural Voice of Lived Experience Advisory Group
  - Undertake secretariat activities to ensure the members are supported, understand their role and can deliver on the work-plan
  - Support individual members understand their role, and build their knowledge, skills and capacity to actively participate
  - Support the group to develop meaningful relationships with the inTouch Board, staff, migrant and refugee communities and the family violence service sector
  - Identify and coordinate input and feedback from members to inform the current Royal Commission Family Violence reform as and when opportunities arise
- inTouch
  - Other duties as required

## KEY SELECTION CRITERIA

### Essential

- Experience utilizing an entrepreneurial approach and demonstrating willingness to take on the risk and effort of novel applications aimed at solving community-based problems

Position Description Fixed Term Project Manager	Effective Date	01/03/2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	01/03/2022	Page 2 of 3

- Project management qualifications and minimum 7 years practical experience in developing, implementing and evaluating complex projects ideally with refugee and migrant communities
- Strong organisational and time management skills – ability to work on multiple projects with competing demands
- Qualifications and/or a demonstrated understanding of community development and health promotion principles
- Demonstrated leadership skills – ability to drive change, engage staff and stakeholders (internal and external), resolve conflict and make hard decisions
- Experience in developing positive relationships with a wide range of key government, non-government and community stakeholders
- Excellent writing skills. Experience in preparing executive-level reports, grant applications, analysis papers, project proposals, and communications for senior stakeholders.
- A current Victorian Driver’s License

### Desirable

- Experience and understanding of utilizing fundraising principles and tactics
- Working knowledge of current family violence sector reform agenda
- An understanding of the impact of family violence on women from refugee and migrant communities

### HEALTH, SAFETY & WELLBEING

- Ensure compliance with the OH&S Act and relevant inTouch policies
- Contribute positively and proactively to team and organisation wide OH&S activities
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach

### QUALITY AND CONTINUOUS IMPROVEMENT

- Ensure compliance with legislation, contract and policy requirements in your day to day work in order to meet the organisation’s audit, contract and registration obligations
- Proactively apply your specialist knowledge in the review and maintenance of policies, systems and processes
- Continue the development of a culturally strong and positive working environment using a continuous improvement approach

### CONDITIONS OF EMPLOYMENT

- The annual salary for this position is based on the inTouch Employee Union Collective Agreement and is negotiable depending on experience
- The position will attract five (5) weeks annual leave pro rata

Position Description Fixed Term Project Manager	Effective Date	01/03/2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	01/03/2022	Page 3 of 3

- Salary packaging may be provided subject to the terms of and conditions of the inTouch Salary Packaging Policy
- Superannuation Scheme is available through HESTA and the provisions of the Superannuation Guarantee (Administration) Act 1992 will apply
- The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a national and/or international criminal records check, working with children check, proof of identify and qualifications. One referee must be from the most recent direct supervisor
- Signing a Confidentially Agreement is a personnel requirement of inTouch
- The successful applicant will initially be engaged for a probationary period of three months
- The successful applicant will be required to disclose any pre-existing illness or injury that they know about which could be reasonably foreseen to be affected by the work duties described. Pursuant to s.82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, they will not be paid compensation for that condition
- Some travel within Victoria may be required from time to time. A current Victorian Driver's License is essential
- inTouch has a smoke-free workplace policy

## PRIVACY NOTIFICATION

The collection and handling of applicants' and the successful appointee's personal information will be consistent with the requirements of the Information Privacy Act 2000.

## APPLICATION PROCESS

inTouch has an Equal Opportunity Exemption (H143/2018) and requests applications from women only.

Applicants should express their interest through a short covering letter attaching their resume and a brief document, limited to 2 pages, addressing the key selection criteria.

Email your application to [recruitment@intouch.org.au](mailto:recruitment@intouch.org.au)

Applications close on **COB Thursday 2<sup>nd</sup> April 2020**

Position Description Fixed Term Project Manager	Effective Date	01/03/2020	Version: 1.0
Authorised by: Chief Executive Officer	Review Date	01/03/2022	Page 4 of 3