

As the First Australians Program Manager, it's my role to drive performance through strategic leadership, effective stakeholder engagement, people management, and proactive oversight of resources and risk.

I am responsible for strategic leadership of the First Australians Program group, partnerships and programs.

I am a member of:
International Programs team

I report to:
Head of International Programs

My role is based in:
Alexandria, Sydney

My role is classified:
SCHADS Level 6



[currently vacant]

I am committed to:

- The mission of Caritas Australia in our quest to end poverty and injustice through the realisation of human dignity for all people
- the principles of Catholic Social Teaching which underpin our work, such as dignity of the human person and the common good
- Our Code of Conduct which outlines the professional behaviour that is expected of me
- The safeguarding of children and vulnerable people in line with laws, standards and Caritas Australia's policies and procedures

In my role, I am accountable for:

- Driving the development and implementation of Caritas Australia's First Australians Program strategy, ensuring it reflects the aspirations of our First Australian Partners and the communities they support.
- Accompanying First Australian-led organisations, based on their priorities and directions to achieve positive outcomes for First Australian communities.
- Promoting reciprocal relationships and exchange between Caritas Australia and First Australian Partners and communities.
- Supporting truth-telling and advocacy initiatives of First Australian Partners and communities to ensure key issues and priorities are amplified and influence decision making.
- Proactively representing Caritas Australia at key stakeholder, church and government fora and developing networks and alliances, in order to maximise the capacity of Caritas Australia to deliver on its Mission and strategic priorities.
- Ensuring the First Australians Program complies with agency policies and procedures, including program management practices and ensuring good stewardship of resources.
- Providing agency leadership to continuously enhance the effectiveness and efficiency of Caritas Australia's programs, partnerships and operations in line with Caritas Australia's Integral Human Development (IHD) Effectiveness Framework.
- Building a culture of collaboration and mentoring of team members to develop their capabilities and ensure that they feel supported and providing peer support to other Caritas teams as required to ensure optimal program development of all Caritas programs.

- Proactively seeking new resources and opportunities for the First Australians Program and partners, as well as working with partners to establish long-term financial sustainability.
- Oversee the development and tracking of the program's budget, ensuring good stewardship of resources and compliance with agency policies and procedures.
- Proactively identifying and mitigating program, personnel, and financial risks to the First Australian Program.
- Contributing to the agency's planning and strategic initiatives, bringing the expertise and learning of the First Australians Program to advance the agency's Mission.

As a manager, I am also responsible for:

- Safeguarding matters (including induction and ongoing training, record-keeping and safeguarding practices in consultation with the Safeguarding Coordinator)
- Reporting and managing financial and reputational risks

For this role I need these skills and experience:

- Extensive knowledge and understanding of issues impacting on Aboriginal and Torres Strait Islander Peoples and communities in contemporary society and a demonstrated ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander Peoples.
- Relevant tertiary qualifications or equivalent related experience.
- Significant experience in a managerial role in the international aid or community development sector.
- Strong interpersonal and communication skills.
- Demonstrated capacity to manage complex partnerships and problem solve.
- Experience in the latest standards in participatory program design, monitoring, evaluation and learning.
- Well-developed strategic analysis and reporting skills.
- A proven track record in delivering excellent and sustainable results.
- Availability to travel domestically and internationally.
- A strong commitment to the Mission of Caritas Australia, in our quest to end poverty through the full realisation of human dignity and wellbeing for all, and to the Catholic Social Teaching principles which underpin our work globally.

In my role, I will interact primarily with:

- Head of International Programs – to keep informed on work in progress, receive guidance and to escalate issues as required.
- Program Partners within Australia and overseas - strengthen programs, partnerships and alliances.
- Government and Non-Government agencies – to foster accountability and engage stakeholders on behalf of Caritas Australia.
- Other managers in the International Programs Team.
- Other teams within Caritas Australia, including Engagement and Sustainability, Advocacy and Communications.
- Reconciliation Action Plan Working Group