



**TOMORROW
MAN WOMAN**

POSITION DESCRIPTION

Position	National Program Manager
Reports To	General Manager, Tomorrow Collective
Location	Currently working from home
Contract Type	Full-time, Fixed-term
Direct Reports	8 (1 National Program Coordinator + 7 Facilitators)

ABOUT US

We are a learning and development organisation who work in corporate organisations, schools, sporting clubs and blue-collar corporations supporting teams and individuals to grow their emotional muscle - basically just to be badass humans!

Utilising elite group facilitation and through engaging modern, relevant and directly applicable interventions and content, we empower participants to create change with diverse backgrounds. We create cutting edge interactive training environments that build genuine emotional muscle and agility. We do this with an unmatched facilitation style that uses human to human interaction to simulate real-life scenarios to build soft skills that are translated directly into the workplace and life.

Our mission is to create environments for men & women young and old from all walks of life to challenge what it is to be a man or a woman in today's world. We seek out and embody an attractive, relevant and modern alternative to an archaic stereotype, to push back on expectations and pressure and create a more flexible version of tomorrow's man/woman that resonates and speaks to the mainstream and gives participants the tools to decide on the person they want to be for Tomorrow.

POSITION PURPOSE

As the 'engine room' of our ecosystem that ensures the smooth & flawless delivery of our TM & TW programs, with the support of a National Program Coordinator, the purpose of the role focuses on three critical elements

1. To lead and drive our 'impact' - that is, developing, maintaining and enhancing commercial relationships with new and existing customers (which include schools, sporting clubs, community organisations & some businesses). This includes scheduling, resource-planning and coordinating the delivery of our work around Australia.
2. To manage, hold, strengthen & build relationships with both existing and new funding partners for our Tomorrow Man & Tomorrow Woman brands.
3. To lead & support our kick-ass facilitation team to achieve targets, while ensuring wellbeing is a priority.

RESPONSIBILITIES

- Manage, build & grow key relationships with customers including schools, sporting clubs and community groups.
- In collaboration with leadership, take a lead role to manage and implement the TM & TW program delivery strategy, ensuring monthly / quarterly / annual delivery targets are achieved and reported on
- Schedule, resource-plan and coordinate the delivery of our programs across Australia. This includes entering all of the supporting program and workshop supporting data into our CRM (Hubspot), ensuring records are accurately maintained
- Hold weekly meetings with key funding partners to ensure strategic and operational delivery objectives are aligned and executed
- Manage all customer invoicing through Xero and program funding tracking
- Manage program evaluation and data capture to provide accurate and detailed impact reports to leadership and funding partners as needed
- Input into preparation of bi-annual funding partner impact reporting
- Support National Program Coordinator with all travel requirements for the team, with a focus on minimising costs and keeping within budget
- Collaborate with marketing team for the development of EDMs and other collateral for programs as needed
- Meet weekly, or as required, with Facilitators to provide both check ins and debriefs as well as some wellbeing support
- Run the TM & TW weekly program meetings, either in person or virtually
- Attend other events or meetings as required for the position

IDEALLY YOU HAVE

- Commercial experience, ideally selling to and building relationships within the secondary education sector
- Qualification in Business, Community Development, Psychology e.t.c or equivalent work experience
- Experience leading and developing teams with a proven ability to mentor / coach / support
- Able to handle multiple competing priorities in a fast-paced environment and the ability to make decisions independently
- Wellbeing background highly desired - social work, community development, psychology
- Learning and Development background highly desired
- If working with children we require a WWCC
- Proficient in G Suite including Gmail, Google Drive and Google calendar
- Knowledge and proficiency in CRM databases - with knowledge in Hubspot being a bonus
- Experience in financial / budget management
- Demonstrated experience working with a diverse range of stakeholders particularly in schools and community organisations

WHAT YOU BRING TO THE ROLE

You're a people-person and you love building meaningful relationships

You love being in a dynamic and fun environment. You are self-motivated and driven and are confident working autonomously along with collaborating with a team. You have a knack for gaining people's respect and rapport quickly.

You know what you're doing

You can handle just about anything that comes your way when it relates to systems and operations

You love leading a team

You are highly motivated to support the coaching and development of a team and love watching people around you succeed in meeting strategic tasks and goals. You show initiative, drive results, inspire ideas, adapt to change and are confident and stand by decisions.

You are a problem solver and a strategic systems thinker

You find new and efficient ways to streamline processes and create innovative approaches to difficult problems.

You are a great communicator

You are an astute listener. You communicate clearly. You write well. You speak eloquently. You can explain just about anything to anyone no matter how unique or difficult the situation and you're comfortable communicating in writing, in person and on the phone.

You're so organized, it's embarrassing

You're a geek for a little admin and you get a buzz out of making sure the systems and process are slick and firing efficiently.

You are a hard worker and you have team spirit

You thrive in fast-paced environments with people that are constantly looking to innovate, enjoy challenges, and demand excellence. You thrive on new opportunities and aren't afraid to "get your hands dirty".

You are passionate about your work and what it means

You have integrity, persistence, patience, and a genuine desire to empower and better the professional lives of those you work alongside. You take ownership of the role and want to grow it to its full potential. You're invested in truly making a difference.