



backing local change.

## POSITION DESCRIPTION

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# First Gens Program Manager

### POSITION TYPE

Full Time (12-month contract)

### REPORT TO

Head of Global Programs

### DIRECT REPORTS

First Gens Program Coordinator

The First Gens Program Manager will build upon the success of the ygap First Gens Program that supports CALD (Culturally and Linguistically Diverse)-led impact ventures across Australia.

The First Gens Program Manager will lead the strategic direction and operational management of the program.

The scope of this role will include delivering an experimental new program with a values-aligned partner and exploring additional revenue streams for the program to drive scale.

This is a highly entrepreneurial opportunity and is perfect for a candidate who has lived experience in entrepreneurship, program management, workshop facilitation, and product commercialisation.

## ABOUT YGAP

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ygap is an international development organisation that supports early-stage social impact ventures with locally-led solutions to local problems.

We believe in the power of entrepreneurship as an effective and sustainable way to provide opportunities for people to lift themselves out of poverty or disadvantage.

We find, accelerate and support the growth of impact ventures led by local entrepreneurs who deeply understand the unique challenges of their communities and are best placed to develop solutions.

We currently support ventures across Africa, South Asia, the Pacific Islands and Australia. ygap has offices and local teams that lead our programs in each area that we work. To date, we have positively impacted the lives of over 1,000,000 people.

## OUR RECRUITMENT GUIDING PRINCIPLES

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We have three guiding principles by which we approach our hiring process:

1. We embrace working remotely and flexibly: it is about the quality of work and how best to achieve this
2. We encourage applicants from all cultures, ethnicities and backgrounds.
3. We have a strong focus on diversity, inclusion, gender equity and gender equality across all our operations.

## DIVERSITY STATEMENT

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At ygap, we welcome all people to be unapologetically themselves. We are not the same and that is our greatest strength. It is the collective sum of our individual differences, beliefs, experiences, self-expression and talent that enables us to live out our purpose which is to back local change. To back local change well, we need a community that is a representative of the people we serve; the people of the world.

ygap is committed to cultivating and preserving a culture of equity, diversity and inclusion across the organisation and all of our operations. We find, accelerate and support the growth of impact ventures led by local entrepreneurs who deeply understand the unique challenges of their communities and are best placed to develop solutions.

## OUR VALUES

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### Humility

Our work is driven and informed by the people we serve

### Conviction

We deeply believe in our model and back the ventures that come through our programs

### Integrity

We apply our values in every aspect of what we do, earning the trust of those we work with

### Effectiveness

We continuously critique our work and improve to ensure long lasting impact

### Innovation

We're willing to challenge the status quo and embrace innovation in our operations and in the ventures we support

## KEY RESPONSIBILITIES AND DELIVERABLES

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### Project Management

- Collaborate with strategic partners to design entrepreneurship support programs for CALD entrepreneurs to achieve shared outcomes (the First Gens Program).
- Manage the delivery of the ygap First Gens Program including recruitment, selections, implementation, and reporting.
- Play an active role in facilitating the First Gens Program including delivering workshops, building an effective entrepreneur support network, providing strategic advice and coordinating support for the entrepreneurs participating in the program.
- Maintain compliance with the organisation's funding agreements, including completing financial and narrative reports as required by funders, ensure that accurate financial records are maintained.

### Product Commercialisation

- Conduct market research to identify and evaluate potential market opportunities to commercialise the ideas, programs, expertise, and experience held by the ygap First Gens Program
- Work with ygap's Head of Global Programs to manage the piloting of identified potential market opportunities; validating the viability, feasibility and desirability of the particular opportunity and its specific elements.
- Play an active role identifying, engaging and negotiating contracts for product or service delivery with potential value-aligned clients, managing the piloting program to ensure delivery to timeframes and milestones achieved.

### Relationship Management

- Foster and develop relationships with a range of stakeholders, including community organisations, local and state government, entrepreneurs, and key individuals.
- Play an active role in cultivating the existing First Gens community, identifying opportunities to strengthen relationships and a sense of community
- Promote awareness of and the achievements of the First Gens Program at a local, national and international level, attending relevant meetings, conferences, forums and other opportunities as an official representative of ygap

### Administration

- Lead the ongoing management and strengthening of the ygap First Gens brand
- Oversee the collection of enterprise assessment data for past participants of the ygap First Gens Program
- Maintain administrative systems that ensure the smooth day-to-day operations of ygap, providing ongoing timely and accurate updates of developments.
- Be active in the leadership, development and maintenance of an effective team, taking an active role in supporting members of the ygap First Gens team
- Understand and comply with all relevant legislation and guidelines as they apply to ygap

## KEY SELECTION CRITERIA

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### Essential

- Deep knowledge of and passion for supporting CALD entrepreneurs including an informed understanding of the challenges that diverse entrepreneurs face in the Australian business environment
- Demonstrated strategic experience leading the implementation of community-based programs with proven experience in program management including designing, implementing and operationalizing projects in a community setting
- Outstanding written and verbal communication skills with the ability to initiate and drive change
- Experience engaging with and working alongside people of varying backgrounds
- Strong facilitation and co-design skills with the ability to lead workshops and collaborative discussions with a range of stakeholders
- Demonstrated business acumen and confidence in business analysis

### Desirable

- Demonstrated knowledge and existing relationships with community organisations, local business and government services that relate to Australia's multicultural community
- Entrepreneurial experience working with or leading a small business or start up, particularly in relation to product or service commercialization.
- Experience leading a team and providing appropriate leadership, guidance and management oversight.
- Tertiary qualifications in community development, international development, public policy, social entrepreneurship, or commerce.

## TIME COMMITMENT & TRAVEL

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There may be periodic meetings and events outside of 'traditional' businesses hours due to the scope of the program. There may also be some intrastate travel required intermittently throughout the year. While ygap's global head office is in Melbourne, this is a remote role. However, given the scope of the role, it would be desirable if the candidate was to be based in Victoria.

## APPLICATION PROCESS

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Please submit a cover letter addressing "Key Selection Criteria" together with a current CV to [simon.lee@ygap.org](mailto:simon.lee@ygap.org). Please include in the subject line of the email "First Gens Program Manager - Application".

Applications close at midnight on Sunday 6th March 2021. Applications will be processed and candidates interviewed on a rolling basis, so we encourage you to apply early.