

Position Description – National Program Manager 1 FTE (Melbourne, VIC)

***Please note that Ladder has Public Benevolent Institution (PBI) status, therefore staff are eligible able to access several tax exemptions, including salary packaging**

April 2021

Introduction

Ladder provides development and mentoring programs to young people experiencing or at risk of disadvantage. The philosophy underpinning Ladder's mission is to work with young people using an advantaged thinking approach, with the values of sport at its core. Ladder is the official charity of the AFL Players' Association and the charity partner of the AFL.

The Role

The National Program Manager role is a 1 FTE position, based at Ladder National Office (Carlton) and responsible for overseeing the national program operations and leading business and model development among the community sector.

Duration

The contract duration is until October 31, 2021 at which time, this contract will be reviewed.

Key responsibilities and duties

Ladder program oversight

- Oversee the high-level planning and delivery of Ladder programs, ensuring that high quality outcomes are achieved and risk appropriately managed
- Ensure that funding agreements relating to Ladder programs are appropriately acquitted, including adequate monitoring and reporting
- Ensure that program staff are appropriately developed and capacity built
- Oversee the integration of mentoring into Ladder programs, ensuring that quality is maintained and the program model adhered to
- Maintain positive relationships with program partners and funding bodies, ensuring mutually beneficial outcomes are achieved
- Complete an Annual Site or Program Plan with each Ladder program site ensuring a planned and strategic approach
- Build on the Ladder program model framework and program content, ensuring there is consistency in approach but that the programs meet local needs
- Advise on best practice in youth mentoring and development programs, ensuring that Ladder programs meet international standards
- Ensure robust policies and procedures relating to programs are in place and adhered to by local program staff
- Monitor and manage program budgets ensuring that funds are expended appropriately and can be acquitted in line with any funding agreements

- Manage identified risks relating to operational services
- Ensure all measures relating to programs outlined in Ladder's Strategic Plan are completed within timeframes.

Business and model development

- Identify and draft funding submissions that help build a sustainable funding base for the organisation and grow the Ladder footprint
- Develop strong relationships with potential program partners and funders
- Identify and establish strategic partnerships with key stakeholders
- Work with community sector organisations to identify need and possible funding opportunities
- Design program models, for input into funding submissions, that align with Ladder's program framework and are evidence based
- Develop and contribute to program proposals for potential partners and funders
- Work with the relevant Ladder staff member to ensure AFL industry components are integrated into Ladder programs and activities
- Assist and support the relevant Ladder staff members to effectively deliver Community Projects

Reporting and Evaluation

- Have responsibility over the complete and accurate reporting of all program data into Ladder's database and/or other platforms
- Use reporting and evaluation to inform continuous program improvement
- Report on all Ladder programs and services, with the input of relevant program staff
- Identify and report on identified operational risks
- Oversee research and evaluation activities to improve knowledge and practice
- Ensure Ladder meets its quality improvement obligations
- Draft Board reports in a timely and accurate manner
- Contribute to Ladder's media and communication requirements by providing relevant case studies and content
- Ensure that progress/ milestone reports for funding bodies are completed in a timely and accurate manner
- Ensure that program successes and any notifiable challenges are communicated with relevant partners and/or funding bodies on a regular basis or as required.

Staff Support and Development

- Build the capability and capacity of program staff to deliver high quality program outcomes
- Complete an Annual Appraisal with direct reports, which includes a work and professional development plan



Leadership team

As a member of the Leadership Team;

- Contribute to strategic discussions, providing valuable insight and expertise into best practice program delivery and Ladder's overarching strategic direction
- Support other members of the Leadership Team to achieve strong outcomes in their area

Key Selection Criteria

1. Tertiary qualifications or equivalent experience in community services, social work or a relevant sector
2. Demonstrated experience building workforce capability, coaching staff and managing dispersed and diverse teams
3. Demonstrated experience developing, implementing and evaluating national programs for specific cohorts that achieve the intended outcomes
4. Demonstrated knowledge and understanding of the community and related sectors (ie. Mental health, housing, health) and existing established networks
5. Demonstrated experience contributing and delivering on the organisational strategy
6. Strong leadership capabilities and demonstrated experience operating at a senior level
7. Knowledge of emerging and innovative approaches to behaviour change in target communities
8. Demonstrated ability to manage complex stakeholder issues, ensuring the best outcomes are reached for young people and Ladder.

Personal Requirements:

- Display and adhere to behaviours consistent with Ladder's Values (We're leaders, we're considered, we're honest)
- Capacity to build strong relationships with all stakeholders
- A commitment and passion to deliver on the outcomes required of you and your team
- Must be honest, personable and of good character
- Demonstrated ability to give and receive constructive feedback
- Be flexible to program needs, and available out of regular business hours (as required)
- Be respectful of your team and peers, providing support where necessary
- Ability to work autonomously and also in a team environment

Successful candidate will be required to have a current driver's licence, Working with Children Check and Police Check.

If you have any questions about this role, please contact Bob Mc Kevitt by email: bob.mckevitt@ladder.org.au or by phone: 0410 883 212.