



JOB DESCRIPTION

Position Title:	Manager Cadetship Programme
Position Type:	Full time
Location:	CBD Office, Melbourne
Reporting Relationship:	CEO
Remuneration:	\$85,000 to \$100,000 Depending on skills and experience
Reviewed:	January, 2021

The Context

The Doxa Youth Foundation is a community-based organisation that was established in 1972. We offer a range of programmes to improve outcomes for disadvantaged children and young people across Victoria. We have a particular focus on providing camps and assisting young people to succeed in their studies and the workforce.

Roles and Responsibilities:

This position is responsible for managing our cadetship programme that supports young people during their university courses and helps them to be employment ready.

Duties

- Overall operational management responsibility for the cadetship programme.
- Participating in the development and implementation of business and operational plans.
- Recruiting, inducting and training staff.
- Ensuring team members have access to appropriate professional development and training opportunities.
- Overseeing the development and implementation of a promotional strategy for the service.
- Prospecting for potential sponsors and programme participants.
- Assisting with the documentation of the programme logic and programme design for the Cadetship Programme.
- Participating in Cadetship Programme evaluation activities.
- Ensuring that necessary programme data is collected and collated.
- Fulfilling programme reporting requirements.
- Building and maintaining sustainable relationships with a range of organisations including schools, businesses and donors.

- Nurturing connections with the cadetship alumni and creating opportunities for them to connect with each other and DOXA.
- Assisting with the development and monitoring of the annual programme budget.
- Overseeing sponsor invoicing.
- Participating in supervision and professional development.
- Attending relevant internal and external meetings.
- Other duties as required.

Selection Criteria:

Essential:

1. An appropriate tertiary qualification in business, law or social sciences.
2. Skills and experience in leading and managing teams.
3. Demonstrated capacity to understand and relate well to young people.
4. Ability to develop and maintain relationships with a broad range of stakeholders including schools, businesses and donors.
5. Experience in securing sponsorships, especially from business.
6. Good written and verbal communication skills.
7. Highly developed time management and organisational skills.
8. Demonstrated ability to work effectively as part of a team.
9. An appreciation of the issues facing disadvantaged young people, especially those from low socio economic, Aboriginal and Torres Strait and culturally and linguistically diverse backgrounds.

Special Requirements:

- Must provide current proof of registration for the Victorian Working with Children Check and undergo a National Police Check prior to employment.

Contact Person:

For further information about the position, please contact Ivana Crabb on 0427 597 175.