



**Position Description – Ladder Victorian Program Manager (1FTE)
(Salary range \$80k - \$85k including superannuation)**

Location: Melbourne or Latrobe Valley

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

June 2020

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 a charity partner of the AFL.

The Ladder Step Up Latrobe Valley program helps young people build on their strengths and explore different jobs and industries. The program utilises Ladder's evidence based, Step Up program model to assist young people to break down the barriers they face to achieving long-term engagement in employment, education and training. Throughout the program young people learn how to get the best out of themselves and secure a job / education placement that they aspire to. Young people participate in individual and group development sessions, group camps, community projects and have work experience opportunities. The program supports young people aged 16 to 25 currently residing within a 40km radius of Morwell, Moe and Churchill.

The Role

The Victorian Program Manager position has oversight of the *Ladder Step Up Latrobe Valley* program, including oversight of operations, reporting, partnership development and stakeholder engagement. In addition, the role is responsible for delivering key strategic organisational priorities, including identifying and progressing funding and service development opportunities in Victoria. The role is responsible for ensuring quality Ladder services are delivered and staff are effectively developed and supported to achieve the best possible outcomes for program participants.

The Victorian Program Manager will have one direct report (the Ladder Step Up Latrobe Valley Team Leader). The Victorian Program Manager role reports to the National Program Manager. The role tenure is aligned to funding, with the contract for 6 months, up until December 24, 2020.

Key responsibilities and duties - Program management, evaluation and reporting

- Oversee the implementation of the Ladder Step Up model in the Latrobe Valley, ensuring operations are consistent with the service model and integrated effectively with partners.
- Achieving and surpassing all contractual requirements.
- Management, oversight and responsibility of the Step Up Latrobe Valley budget (with input from National Program Manager).
- Manage and Chair the Step Up Latrobe Valley Community Advisory Committee.
- Manage all critical incidents relating to programs, in line with the Ladder Critical Incident Policy.
- Key program administrative duties, including maintaining financial records, reporting and program evaluation.
- Attend Ladder Management meetings where required.



- Oversee all program evaluation activities to meet contractual requirements and improve knowledge and practice.
- Sign off on all reports as required by funding bodies within the agreed timeframes.
- Oversee research and evaluation activities which improve knowledge and practice.
- Ensure Ladder meets its quality improvement obligations.
- Lead proactive, strategic and integrated program planning, ensuring that key strategic elements (i.e. AFL industry engagement) are captured.
- Identify, manage and report local risks, in line with appropriate policies and procedures.
- Develop positive, professional and strengths focused relationship with young people.

Key responsibilities and duties - Partnerships and stakeholder engagement

- Build and maintain relationships with Ladder stakeholders including (but not limited to) the Latrobe Valley Authority, government, education providers (e.g. schools), AFL clubs, corporate supporters, community sector organisations and philanthropic organisations where these are relevant.
- Sustain existing and develop relationships with new stakeholders, ensuring ongoing beneficial partnerships are maintained and opportunities for young people are realised.
- Develop and grow new partnerships in the Latrobe Valley region and across Victoria.
- Develop project plans and oversee the implementation of Ladder strategic priorities.
- Coordinate and attend meetings with funding bodies.
- Represent Ladder at local area forums, presentations, conferences and in the media (where approved by the CEO).
- Provide expert advice on current local sector developments and opportunities.
- Build and maintain positive and productive working relationships with other service providers within the Latrobe Valley and more broadly.

Key responsibilities and duties - Strategy and Program Development

- Ensure continuous program improvement and model refinement as required
- Review and monitor *Ladder Step Up* programs' performance against the program deliverables and guidelines.
- Provide expert advice on current state sector developments and opportunities to the National Program Manager.
- Assist in the implementation of strategic initiatives and community engagement activities to increase awareness of Ladder.
- Develop implementation plans for new Ladder programs in collaboration with other partners.
- Identify and progress funding and service development opportunities in consultation with the National Program Manager.
- Assist with growing the Ladder footprint in Victoria and implementing new programs and services.

Key responsibilities and duties - People and Culture

- Ensure all staff have work plans and are supported to reach their potential.
- Ensure that staff are aware of and working in line with the organisational values.
- Lead all staff recruitment in line with the HR Handbook.
- Accountability over HR management at the local site.
- Ensure staff complete relevant training and induction within program budget.



- Ensure all staff are inducted in line with Ladder Policies and complete HR Handbook training.
- Ensure all staff are adhering to all Ladder Policies and procedures and breaches of these are dealt with swiftly and fairly.

Key Selection Criteria

- Demonstrated experience in overseeing the planning, delivery and management of youth programs.
- Demonstrated experience working to Government contracts/ other Agreements and meeting agreed reporting and evaluation requirements.
- Demonstrated experience in building partnerships and connections.
- Demonstrated experience growing services.
- Relevant tertiary qualification or equivalent work experience in a similar role.
- Demonstrated management experience.
- Strong initiative and demonstrated experience to work independently and lead a team.
- Capacity to engage, inform and influence key decision makers.
- Demonstrated experience supporting, developing and motivating vulnerable young people.
- Excellent administrative, organisational, presentation and communication skills (both oral and written).

Personal Requirements

- Display and adhere to behaviours consistent with Ladder's Values (We're leaders, we're honest, we act with integrity).
- Must be honest, personable, of good character and a team player.
- Demonstrated ability to give and receive feedback.
- Capacity to build strong relationships with all stakeholders.
- Be flexible to program needs, and available out of regular business hours (as required).