

Position Description



Job Title:	Program Design & Evaluation Lead	Reporting To:	Chief Operating Officer
Team:	Programs & Services	Travel:	Frequent local, regular regional and intrastate, occasional interstate
Location:	Hobart	Position Type:	1.0 FTE Fixed term to 31 December 2023
Level/Salary Range:	Level 6	Leave Entitlements:	5 weeks' annual leave 2 weeks personal leave Other leave as per National Employment Standards
Position Contact:	recruitment@beaconfoundation.org.au		

Role (Purpose):

Lead the design, development and evaluation of Beacon Programs and Services.

About Beacon Foundation:

Beacon Foundation ("Beacon") seeks to better support young people to successfully transition from education to meaningful employment. We do this by bringing together business, industry, schools and the wider community to build real life education experiences. These experiences support young people to be ready for the future world of work.

About Beacon Design and Evaluation:

Design and Evaluation supports Beacon to:

- Design and measure programs and services based on evidence and best-practice and in accordance with the Beacon Theory of Change and Evaluation Framework
- Adapt and change programs and services in response to learning, evaluation and data
- Understand if programs and services have contributed to change and how
- Work in close partnership with Beacon's operating and commercial teams to ensure programs and services are fit for purpose
- Share learnings with relevant stakeholders
- Be accountable to partners, community and funders

Key Attributes (Be):

- Ability to lead processes identified in the 'About Beacon Design and Evaluation' section above
- Confidence and competence in developing, implementing, and managing evaluation
- A natural communicator who is comfortable engaging with people from a variety of backgrounds and can communicate complex ideas to influence decision making
- A strategic thinker with a high capacity for working with complexity
- Comfortable working independently, but also knows when to escalate or call-in support
- Agile in response to emerging priorities and challenges, and willing to adapt based on feedback
- Acts with integrity, honesty and authenticity
- Able to work with professionalism, confidentiality and compassion
- Collaborate effectively to deliver outcomes in a resource limited environment

Key Responsibilities (Do):

The Design and Evaluation Lead will undertake the following responsibilities:

- Build capacity for, implement and manage an evaluation framework for Beacon Programs & Services, including managing external contractors where required
- Lead design projects and tasks, including conducting literature reviews, developing theoretical frameworks, theories of change and program logics
- Qualitative and quantitative data collection and analysis
- Develop and lead a cross-organisation team to create program and service solutions that meet the needs of all stakeholders and are backed by evidence
- Strategic and operational responsibility for specific projects as outlined in Beacon’s strategic plan
- Work with the Beacon Executive to effectively communicate results internally and externally
- Regularly review Beacon’s Programs & Services to ensure they align with current best practice, and develop new offerings as needs and opportunities emerge

General

- Adhere to Beacon Foundation policies and procedures and meet administration and accountability requirements, including budgets, record keeping and reporting
- Ensure strong relationships with internal and external stakeholders
- Support and maintain a positive image of the Beacon Foundation
- Undertake other ad hoc duties as required

Qualifications, Experience and Checks:

Essential:

- Sound knowledge, experience and technical expertise in program and service design and evaluation
- Excellent analytical skills
- Ability to work as a team and communicate clearly and effectively
- Excellent project coordination and organisational skills
- Demonstrated ability to develop and maintain collaborative relationships with internal and external stakeholders
- Experience communicating complex ideas to a broad audience

Desirable:

- Tertiary qualification in related field
- Understanding of, or experience in, work to improve educational and employment outcomes for young people

Other requirements:

- Current Driver’s License (use of own vehicle required, reimbursement available)
- Own mobile phone, able to be used for work purposes (allowance provided)
- National Police Check and Tasmanian Working with Vulnerable People Check (employment level)
- Beacon Foundation is committed to the health and wellbeing of its staff and wider community and strongly encourages all staff to get vaccinated against COVID-19 as recommended by Public Health.

How to apply:

Please email your application to recruitment@beaconfoundation.org.au. Applications must include:

- A cover letter / statement of no more than two pages outlining your skills and experience against the above Key Attributes, Key Responsibilities and Experience
- Detailed curriculum vitae (CV) / resume; and
- Contact details for two recent referees best placed to comment on your skills in relation to the position

Salary Packaging:

- As Beacon is a Public Benevolent Institution (PBI), salary packaging is available. Salary packaging enables you to reduce the amount of income tax you pay and therefore increases your take-home pay
- Packaging of up to \$18,550 per annum (1 April – 31 March) for General Living and Meal & Entertainment expenses is available from your pre-tax income
- Individual circumstances may impact your total benefit. For more information, please visit www.accesspay.com.au