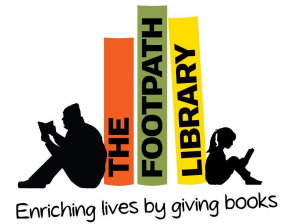


The Footpath Library helps people experiencing homelessness engage their mind and feel socially included, which has a positive benefit on their mental health.



Programs Manager PERTH - January 2022

Reports to: Managing Director

Manages: Small volunteer team

Hours: 8 hours per week. May increase after 6 months.

Salary: \$45 per hour plus super and other entitlements, salary sacrifice possible.

Attend: Weekly phone calls and monthly meeting with MD (face to face or online),

Term: 1 year with reviews after 3 month probation, then six monthly; possibility for role to continue after 12 months based on performance and funding

Role Summary: The Programs Manager role is an exciting opportunity to develop The Footpath Library's programs in Perth. Key elements are management of the mobile libraries and the volunteer team, the eLibrary and the development of a new TFL Hub, bringing services together locally for those who need it.

The following tasks and responsibilities are included with this role:

- Manage volunteer teams
- Oversee high level logistics for library operations
- Encourage and manage book drives
- Research and implement new Perth Hub
- Manage expansion of eLibrary users
- Source local funding opportunities
- Support Founder/Managing Director in advocacy work
- Reporting to MD

Ideal skills & Qualities:

- Passion for literacy and interest in homelessness issues
- Excellent people management skills
- Good organisational skills
- Excellent written and verbal communication skills
- Google docs and sheets skills
- Ability to manage a small budget (under \$50,000)
- Minimum 10 years work experience
- Preference for homelessness sector/ volunteering experience

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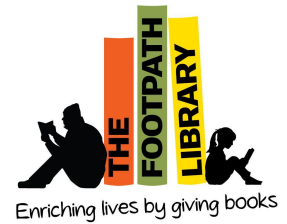
P.O. Box 6216 Kincumber NSW 2251

771a The Scenic Road Macmasters Beach NSW 2251

The Footpath Library Ltd ABN 29 128 893667

Sarah Garnett, Founder and Managing Director 0400 816402 sarah@footpathlibrary.org

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1. Manage TFL Perth volunteer team

- Organise weekly Volaby (web based app) roster for all mobile library locations
- Ensure all volunteers are willing and able to use Volaby app to apply for shifts
- Ensure volunteers are informed about TFL projects and activities
- Pass on relevant information from Managing Director and Board
- Field enquiries re operations and liaise with volunteer Admin Manager, who manages online enquiries
- Be available via email and phone for contact from volunteers
- Source, recruit and induct volunteers as needed
- Arrange and meet with volunteers quarterly
- Conduct volunteer surveys six monthly
- Approve and arrange for reimbursement of any expenses

Policies and Procedures

- Ensure you are familiar with all TFL's Volunteer Handbook, policies, guidelines and procedures in particular OH&S.

Training

- Ensure all volunteers are inducted at first shift of mobile library service by experienced volunteer or Programs Manager

2. Oversee high level logistics for mobile library operations – monthly/ two monthly

- Make decisions regarding branch growth in consultation with Managing Director
- Check in with volunteers and manage issues arising from operations
- Visit mobile library services every 6-8 weeks to ensure procedures are being followed
- Manage collaborations with other like-minded organisations such as Perth Homeless Support Group

3. Source and manage book donation opportunities - as needed

- Liaise with volunteers re book genre requirements
- Implement and manage corporate book drives
- Implement and manage publisher book donations
- Seek approval from Managing Director for new ideas

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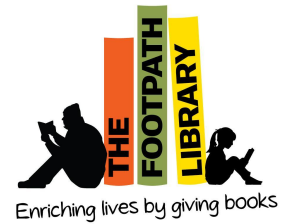
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4. Research and implement new Perth Hub

- This is a goal for the end of 2022, following the trial of Sydney Hub February - June 2022.
- A template for research and implementing Hub will be provided by MD

5. Manage expansion of eLibrary users and research new users

- Liaise with service providers who have users signed up for eLibrary
- Use eLibrary platform to follow users and their borrowing habits
- Research and recruit new eLibrary users

6. Source local funding opportunities

- Source state-based fundraising ideas, grant applications, projects, events/book drives, PR and marketing opportunities and refer to MD.

7. Support Founder /Managing Director in advocacy work - monthly

- Attend meetings and liaise with community groups that are working with people at risk of or experiencing homelessness.

8. Report to Managing Director – weekly and monthly

- Weekly phone call with MD
- Provide a short monthly report to MD for inclusion in board report
- Monthly online meeting with MD

9. Other

- Liaise and share information with Sydney and Melbourne Programs Managers
- Manage a small budget for Perth programs
- Attend annual meeting of TFL Board either by google meet or in person
- Assist TFL Board and Management with delivery of business plan, goals and objectives
- Pass any requests for media interviews to Managing Director

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