

POSITION DESCRIPTION

General Information:	
Position Title:	Manager, Girls at the Centre
Incumbent:	
Function & Team/Program:	State and Territory Operations
Location(s):	Wagga Wagga, NSW
Manager's Position Title:	Regional Programs Manager
Manager's Name:	Olga Srbovski
Date Prepared:	11/12/2025
Prepared By:	Olga Srbovski
Approved By:	Fiona Coluccio

Primary Purpose of this Position (<i>In one sentence - why does the role exist?</i>)
1. To provide leadership and support to a team responsible for the implementation of Learning for Life programs Provide leadership and project management of the Girls at the Centre Program in accordance with program guidelines, program fidelity requirements and internal processes.

Scope:	
Direct Reports to this Position	Indirect Reports
By Position Title	Total Number
1. Girl Coaches 2. Other related roles as applicable.	1. Volunteers (if applicable)
Financial Dimensions controlled by this Position (<i>Include key financial metrics such as revenue growth, income & expense budget, etc</i>)	
Direct control	Indirect control
1. Program budget and expenditure 2. Leadership, management and support of Girls at the Centre.	N/A
Other Dimensions of this Position	
The position will provide leadership to the Girls at the Centre team through pro-active and rigorous oversight to implement activities that align to the National and state outcomes and Girls at the Centre outcomes. This role will:	
<ol style="list-style-type: none"> 1. Role model organisational values, our required effective practice approaches and embed a coaching framework to develop team capability to support and drive growth. 2. Lead, supervise and work with Girl Coaches to implement the Girls at the Centre agreed outcomes. 3. Lead the local implementation, reporting, monitoring and contribute to evaluation in partnership with members of the TSF team. 4. Develop partnerships with school team members, community organisations, business and local community members. 5. Engage key stakeholders in decision making on relevant aspects of Girls at the Centre. 6. Engage and foster relationships with Aboriginal Community Elders and Leaders in the community. 7. Engage local TAFE, university and other training organisations in the community to support program delivery. 8. This position will be based at Mount Austin HS. 	

9. The position may require some out of hours work.

Setting Priorities (*how is work prioritised*)

How often does employee prioritise their own work? Eg. Daily, weekly, monthly, annually, other	Daily, Weekly, Monthly, Annually
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	Weekly, Monthly, Annually

Key Relationships (*Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with*)

Internal	<ul style="list-style-type: none"> • ACT/NSW Regional Programs Manager • National Projects Manager • National Manager Aboriginal and Torres Strait Islander Policy • Direct team members • Office Manager Canberra • Peer group (TLs) • Volunteer team • Policy and Programs • People and Culture
External	<ul style="list-style-type: none"> • Partner schools • Local Aboriginal Elders and Leaders • Local TAFE, Charles Sturt University and other training providers • Local community agencies, networks and partners • Volunteers • Principal and executive at Mount Austin High School • Community Reference Group – to be established

Key Decision Making in this Role: (*What are the key decisions and recommendations made in this role?*)

<p>Decisions Expected</p> <ul style="list-style-type: none"> • Prioritisation of own workload and those of direct reports • Recruitment and people management decisions regarding direct reports (joint decision making with the RPM) • Project management decisions within agreed planning and implementation framework • Day to day decision regarding program implementation, in accordance with TSF guidelines • Managing costs within budget.
<p>Recommendations Expected</p> <ul style="list-style-type: none"> • Feedback to maximise effectiveness of The Smith Family programs delivery linked to a continuous improvement approach • Process improvements to maximise effectiveness of the Girls at the Centre Program. • Identifying opportunities to profile and promote Girls at the Centre in line with agreed strategies • Adjustments to Girls at the Centre model to reflect place based variations

Every Team Member at The Smith Family:

- Is expected to uphold The Smith Family Values and Culture
- Understands and complies with the Child Protection Framework
- Takes reasonable care for the health and safety of themselves and others
- Understands and complies with the Workplace, Health and Safety Systems
- Reports hazards and incidents and participates in risk management as required

Key Responsibilities / Accountabilities:

Major Area: Program Management and implementation
% of Job Total: 60%

Ensure the team understands and applies the Smith Family outcomes framework and requirements that support program fidelity.
Delivery of the Girls at the Centre program within agreed plan
Communicate with the Regional Programs Manager regarding significant opportunities and risks
Provide clear and relevant updates, direction and support to team members across different levels and functional teams.
Ensure timely and accurate data collection relating to program delivery, including monthly reports on the tracking of all programs.
Participate in relevant practice development and processes improvement of teams as required.
Major Area: People management % of Job Total: 30%
In consultation with the Regional Programs Manager to effectively recruit and induct new team members.
Manage performance by having monthly one on one meetings, monthly coaching sessions, giving and receiving feedback, acknowledging achievements and coaching formal and informal performance and development reviews and planning discussions.
Develop and manage a positive team culture.
Develop team member capability to perform current roles.
Ensure compliance with all relevant organisational policies and procedures.
Ensure compliance with the Child Safe Policy.
Provide a two-way communication and feedback approach between your team members and regional Programs Manager.
Major Area: Financial management and Reporting % of Job Total: 10%
Manage Financial budgets inline with expenditure and Income – realise cost control initiatives/savings where practicable.
Prepare, monitor and review program budgets in accordance with The Smith family policies and procedures
Assist in development of financial acquittals to funding bodies as required.
Major Area: Stakeholder and community engagement % of Job Total: 10%
Working with your team, develop and maintain strong working relationships with community organisations, community leaders, Elders and corporates. This includes our partnership Mount Austin HS where we run Girls at the Centre.
Develop and maintain strong working relationships within the organisation. This requires collaboration with other functional teams to deliver on programs and/or organisational objectives. This could include supporting donor visits to programs and engagement in internal projects.
Promote the position of the Smith Family and inform the community about organisational activities through the media and relevant forums.

Key Challenges in Achieving Goal(s): <i>(What are the key challenges faced by this role in meeting goals/objectives)</i>
<ul style="list-style-type: none"> • Managing the competing demands of the program and our partners. • Managing government, school and community partnerships to enhance program delivery. • Managing multiple competing priorities. • Taking a flexible and creative approach whilst working within resource constraints. • Working to agreed outcomes. • Maintaining relationships with community Elders and leaders and encourage participation in decision making regarding G@TC activities and outcomes. • Ensuring the understanding and practice of locally based team members is consistent with the organisations strategic plan.
Qualifications, Experience and Competencies: <i>(What background, knowledge, experience or competencies are required to perform the role at the expected level?)</i>

Education / Qualifications / Memberships:	Essential	Desirable
	<ul style="list-style-type: none"> • Relevant tertiary level qualification or equivalent experience. • Current NSW Working with Children's Check. • Current NSW drivers licence. • The incumbent will be required to use their own vehicle for work related travel (an allowance is provided for this travel). 	
Experience:	Essential	Desirable
	<ul style="list-style-type: none"> • Demonstrated experience in leading a team and people management. • Demonstrated experience in project management. • Demonstrated experience in working with and understanding Aboriginal and Torres Strait Islander cultures. • Demonstrated experience in building and maintaining relationships with key stakeholders that a related to the delivery of a program. • Demonstrated ability to be self-motivated, self-directed and highly organised. • Demonstrated capacity to manage complex relationships sensitively. 	<ul style="list-style-type: none"> • Experience in leading through coaching. • Experience in working in a school setting • An understanding of the Wagga wagga community.
Competencies:	Essential	Desirable
	<ul style="list-style-type: none"> • Highly developed oral, written and communication skills • Highly developed people management and leadership skills. • Influence and negotiation skills. • Excellent time management, administrative and organisational skills. • Presentation and facilitation skills. • Proven ability in building teams. • Financial management. 	<ul style="list-style-type: none"> •