

Program Manager

KEY INFORMATION

Role	Program Manager
Hours	Part-Time 0.8 (FTE equivalent)
Location	Brunswick East
Remuneration	Schads 5-6 (experience dependent)
Award	Social, Community, Home Care and Disability Services Industry Award 2010 Level 5-6
Commitment	12 Months
Reports to	Director of Community Programs

About Transgender Victoria

Transgender Victoria is Victoria's leading body for transgender, gender diverse and non-binary (TGD) people. We are trans-led, working for, by and with trans communities to achieve better social, economic and health outcomes. We represent TGD communities by fostering connection, advocating for change and supporting trans people to lead full and meaningful lives.

We're an agile and innovative organisation with high impact programs, seeking candidates with a passion for social justice, equality, and improving the lives of trans and gender diverse people.

As part of TGV you'll have the opportunity to work directly with trans and gender diverse people across Victoria, and empower them to affirm themselves socially.

Role Purpose

As the **Program Manager**, you will play a pivotal role in ensuring TGV's internal programs are run smoothly and align with our vision and values.

About You

The Program Manager will:

- Show a high degree of professionalism and understanding of boundaries between work and social life
- Have lived experience as a trans and/or gender diverse person
- Share values with Transgender Victoria
- Be highly organised and able to work within tight deadlines
- Have an understanding of the structure and functioning of TGV
- Be experienced in relationship management
- Is able to delegate when necessary

Key Responsibilities

- Co-design and implement internal activities/programs locally and regionally
- Manage casual staff and volunteers to facilitate groups
- Manage relationships with external service providers running groups at the Affirmation Station
- Coordinate TGV's Affirmation for All regional and peri-urban programming with support from other team members
- Liaise with existing TGV staff to ensure that all aspects of our programs are integrated into routine operations at TGV
- Supporting Director of Community Programs to write reports by keeping accurate data
- Developing, implementing, and refining systems and procedures to ensure program efficiency

Key Selection Criteria

Essential

- Lived experience as a trans or gender diverse person.
- Proven ability to manage multiple priorities, projects, and stakeholders.
- Alignment with TGV's mission, values, and commitment to the trans and gender-diverse community.
- Deep understanding of LGBTQIA+ issues and the Queer community sector, particularly those affecting trans and gender-diverse people.
- A commitment to maintaining privacy and confidentiality of both clients and staff at TGV
- Ability to develop and maintain professional boundaries
- A current Working with Children Check
- Good verbal and written communication skills

Desirable

- Tertiary qualification in a relevant field
- Experience developing and maintaining relationships with community and professional stakeholders
- Program/project management experience
- Finance/budget management skills
- Demonstrated ability to set priorities, pay attention to detail, and deliver quality and accurate results on time in a project / program context
- Project management and delivery experience in a transformational and fast-paced environment

What We Offer

- A supportive and purpose-driven work environment.

- Access to Employment Assistant Pathways via your chosen provider including allied health.
- Flexible employment conditions.
- Generous provisions for gender affirmation and parental leave, with paid gratitude leave during the end of year 2 week shutdown period.
- Opportunities for professional growth and development.
- Free tickets to TGV events and workshops.
- Opportunity to have a meaningful impact in social change that affirms TGD wellbeing and celebration.

THE LIST OF RESPONSIBILITIES IS NOT INTENDED TO BE INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.

How to Apply

To apply, please submit your resume and cover letter via EthicalJobs. You are also welcome to submit a voice or video application if preferred.

Applications close at pm.

If you progress to interview, you may choose your preferred format (in-person or online with live captions). An Auslan interpreter can be arranged upon request. If you have access needs relating to the application or interview process, feel free to contact **Jack (he/they)** jack@tgv.org.au to organise.

Transgender Victoria is an equal opportunity employer. We strongly encourage applications from First Nations people, people with disabilities, people of colour, and multilingual or culturally diverse community members.