



Position Title:	Community Programs Manager
Reports To:	Executive Manager
Classification:	Part-time (4 days)
Location:	Marrickville

Addison Road Community Organisation (Addi Road) is a not-for-profit, independent organisation supporting arts and culture, championing for social justice and caring for our environment. We manage a 9-acre Crown Land, heritage listed, former army-depot site, won for community use in 1976, providing subsidised rental for 46 tenants and a community meeting place. Almost 50 years on, we still provide a safe hub for local community groups to gather and share cultures and stories.

Addi Road has a dedicated volunteer workforce of approximately 400 individuals across multiple programs and both sites.

About the Role

The Program Manager is a senior leadership role responsible for the strategic direction and operational delivery of Addi Road's Community, Sustainability, and Youth programs. This role oversees a diverse and dynamic portfolio of initiatives, ensuring they are well-resourced, impactful, and aligned with Addi Road's broader mission. You will bring together staff, community partners, and funders to create programs that genuinely respond to community need, while championing advocacy and sustainable practice.

Key Responsibilities

1. Strategic Leadership and Program Governance

- Provide strategic leadership and oversight of the Community, Sustainability and Youth programs, ensuring alignment with organisational strategy, community priorities and sector best practice.
- Develop, implement and review an integrated Program Strategy to guide long-term growth, impact and sustainability across the portfolio.
- Exercise high-level professional judgement in program design, ensuring initiatives are evidence-informed, community-led and outcomes-focused.
- Develop and standardise Impact Reporting and Monitoring & Evaluation methodologies to drive consistency and accountability across the entire program portfolio.
- Lead the application of research insights and community-identified needs to design and deliver appropriate place-based programs.

2. Program Oversight and Operational Management

- Ensure programs are appropriately resourced, compliant with funding agreements and delivered in accordance with organisational policies and safety standards.

- Oversee the operations, compliance and strategic development of Addi Sounds Studio, ensuring its sustainability, community impact and safe operation.
- Develop and standardise Impact Reporting and Monitoring & Evaluation methodologies to drive consistency and accountability across the entire program portfolio.
- Liaise with Venue manager to support event support as required.

3. Stakeholder Engagement and Sector Representation

- Lead the development and stewardship of strategic partnerships with community organisations, schools, funders, government agencies and local stakeholders.
- Represent the organisation at sector forums, consultations and community events.
- Provide high-level policy analysis and sector insights to inform advocacy initiatives and organisational positioning.
- Maintain specialist knowledge of relevant legislation, regulatory frameworks and policy developments impacting community, sustainability and youth programs.

4. Financial and Resource Management

- Exercise delegated authority for financial planning, forecasting and budget oversight across the program portfolio.
- Lead end-to-end grant management, including identification of funding opportunities, proposal development, grant-writing and submission, budget preparation, reporting and acquittal.
- Ensure compliance with funding agreements and contractual obligations.

5. Leadership, Supervision and Risk Management

- Provide leadership and formal supervision and other relevant staff, including performance management, professional development and workforce planning.
- Oversee team work plans to ensure alignment with strategic priorities and funding deliverables.
- Contribute to high-level reports and analysis to the CEO for Board reporting, ensuring timely, accurate and strategic information.
- Develop and maintain up-to-date risk assessments and management strategies.
- Build and maintain strong cross-organisational relationships to ensure integrated service delivery and shared accountability for outcomes.

6. Team Work

- Collaborate and actively participate in staff meetings and events.
- Provide and facilitate content for reporting, comms and fundraising.
- Maintain and update organisational databases and record management systems and assist with data collection from various sources.
- Perform other duties as requested by your manager and be a proactive team member.

Skills, Knowledge & Experience

Essential

- Minimum 5 years senior management experience in programs role.
- Demonstrated experience leading and overseeing a portfolio of programs, including strategy development, implementation and continuous improvement.
- Proven ability to develop and implement strategic plans that deliver measurable outcomes.
- Strong stakeholder engagement and relationship management skills, with experience working across community, government, and funding partners.
- Proven successful grant management experience, including funding identification, application development, reporting, compliance and acquittal processes.
- Highly developed written and verbal communication skills, including preparation of high-level reports, funding submissions and Board reporting.
- Experience leading and supporting teams, with a demonstrated commitment to fostering positive, inclusive, and high-performing workplace cultures.
- Sound understanding of Monitoring & Evaluation frameworks and impact reporting methodologies.
- Knowledge of relevant policy and legislation relating to community services, youth programs, or sustainability.

Desirable

- Experience representing an organisation at external forums, networks and sector engagements and confidence in public speaking.
- Experience working with or alongside young people and communities experiencing disadvantage.
- Existing networks within the community services, youth, or sustainability sectors.
- Knowledge of working with environmental sustainability programs.
- Experience managing risk assessments and governance requirements in a not-for-profit context.

Qualifications

- A tertiary qualification in Community Development, Social Work, Youth Work, Public Policy, Environmental Studies, Business Administration, or a related field is desirable.
- Candidates with equivalent professional experience and a demonstrated commitment to the not-for-profit sector are strongly encouraged to apply.

Personal Attributes

- A visionary and collaborative leadership style that inspires and empowers those around you.
- A genuine passion for social justice, community empowerment, and sustainable practice.
- Strong problem-solving skills and the ability to navigate complexity and ambiguity with confidence.
- A high level of initiative and the ability to manage competing priorities across a dynamic program portfolio.
- A values-driven approach aligned with Addi Road's mission of equity, dignity, and community care.

