

Position Description

JOB TITLE **Manager, Prevention & Community Development Programs**

DATE June 2026

REPORTS TO **Executive Director, Programs**

Primary Purpose of Position: The Manager supports the ED- Programs by leading the Prevention and Community Development Department within Odyssey Programs, including through leadership of the Community Drug Action Team program. The Manager will line manage relevant staff, support ED- Programs in management of budget and other manager functions and will support ED- Programs in reporting to funders, and, in the case of the CDAT Program, to the Steering Committee. The Manager will provide dotted line support to staff from CDAT Program Consortium partners and will oversee both the portion of the program Odyssey directly manages and overarching delivery. The Manager will support the ED in stakeholder management, including with the funders and with communities statewide.

Odyssey NSW is a community organisation that works at reducing addiction and its' impact on individuals, families, carers, and communities.

Our Vision: A world free of addiction.

Our Purpose: To build safe and healthy communities by reducing the impact of substance use on individuals, families, carers and communities.

Our Values:

Respect We demonstrate consideration and regard for the feelings, beliefs and rights of others.

Integrity We act with honesty and adhere to consistent moral and ethical values and principles through our personal and professional behaviours.

Professionalism We are committed to excellence by maintaining our professional boundaries and fulfilling responsibilities in an accountable, inclusive and objective manner.

Creativity We trust in our limitless potential.

Location: Redfern NSW
This role may require travelling between other Odyssey House NSW sites as required.

Employment Status: Full Time

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POSITION DESCRIPTION	
Key Areas	Key Responsibilities
Program Delivery	- Oversee the delivery of the CDAT Program state-wide - Work closely with CDOs and other Consortium organisation staff to ensure consistent quality support to the CDAT groups and to the CDAT program as a whole, including appropriate support to the CDAT groups, and accurate and timely reporting into data management systems. - Ensure effective both internal (between CDOs, between program and CDATs) and external (to the community and relevant stakeholders) communication - Oversee accurate and timely reporting and data capture from CDATs and CDOs - Oversee the development and delivery of appropriate resources to CDAT groups and/or the CDAT program as required.
Leadership and Management	- Line manage the Community Development Officers (CDOs) within Odyssey's area of responsibility. - Line manage the Communications Officer - Provide dotted line management and support to CDOs and other relevant staff within the Consortium member's organisations. - Participate as a member of the Odyssey Programs Management Team (PMT) and Leadership and Management Team (LMT).
Partnerships and Collaboration	- Work closely with the staff of the Consortium partners to ensure effective communications. - Support the Consortium in their development of the State Plan. - Provide support to the Consortium partners in their delivery of their Regional Forums. - Provide information and reporting to the Steering Committee - Responsible for effective communication channels with the CAOD - Responsible for effective communications channels with and forming partnerships with relevant stakeholders. - Support the activities of the CDAT Advisory Group. - Work through partnerships and collaboration to ensure effective evaluation of the CDAT program activities. - Form effective partnerships with external research and evaluation partners. - Work with and through partners to effectively communicate and lead on the conversation around primary prevention in NSW
Record keeping and Reporting	- Ensure all reporting and data capture from CDOs and CDATs is stored as required. - Deliver all reporting to the funder, to Odyssey Board and Executive and to the Steering Committee as required.
Additional Responsibilities	Odyssey takes safeguarding children, young people and vulnerable adults seriously, and as an employee, you are required to meet the behaviour standards outlined in our Code of Conduct and Safeguarding Policy for Children and Young People.

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	• Reporting any concerns of abuse and neglect in alignment with the code of conduct, safeguarding policy for children and young people. • Fulfil other tasks and duties as required.
ESSENTIAL CRITERIA	
Qualifications	• Appropriate tertiary qualifications relevant to Alcohol and Other Drug, Social Work, Community Development, Health Promotion or other similar.
Experience	• Experience in developing, implementing, and reviewing prevention and community development programs. • Demonstrable experience working with communities and other stakeholders to deliver programs or community outcomes. • Demonstrated experience in delivery and evaluation of primary prevention or similar programs. • Demonstrated experience supporting public communications and advocacy. • Demonstrable experience developing a range of stakeholder relationships ranging from local community members to police and other public service, and with Ministry of Health and Local Health Districts (or similar types of stakeholders). • Demonstrated experience leading and managing a team of staff, including coaching and professional development as well as managing performance. • Ability to manage partnership relationships to ensure delivery to KPIs. • Demonstrated Financial Management capability. • Demonstrated ability to design and deliver on projects.
Skills and Knowledge	• Understanding of Primary Prevention and Community Development principles. • Understanding of Alcohol and Other Drugs context in NSW and Australia.
SPECIAL CONDITIONS	
Other Requirements	• Current NSW Drivers Licence. • Right to live and work in Australia. • National Criminal History Check. • Working With Children paid employee Clearance. • COVID Vaccinated

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

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ACKNOWLEDGEMENT

As the incumbent of this position, I confirm I have read the Position Description, understand its content and agree to work in accordance with the requirements of the position.

SIGNED

Manager, Prevention & Community Development Programs

Name: _____

Date: _____