

Position title:	Program Manager East Arnhem Children Services (EACS)	Reporting to:	Regional Manager East Arnhem
Program:	East Arnhem Children Service	Location:	Nhulunbuy/Darwin
Approved:	General Manager Operations	Date:	September 2026
Comments:			

Organisation Statement

Anglicare NT is a registered charity and quality accredited provider of human services across urban, regional, and remote Northern Territory. We demonstrate our values through strength-based, culturally safe, trauma informed and inclusive practices. Child safety, social justice, community development and partnership approaches drive our work. We commit to being an employer of choice and we monitor our impact, respect lived experience and advocate to meet the needs of Territorians and our diverse communities. Our focus is to make a sustainable difference through place-based initiatives, collaboration, innovation, and the Partnership Support Service.

What we do

We provide services across the lifespan including: early childhood, child youth and family supports; aged care packages, community access, outreach, home support and volunteer visitors; NDIS support coordination and personal supports; community housing, transitional accommodation, tenancy support and homelessness responses; financial counselling, money management, gambling amelioration, micro finance and emergency relief; prison chaplaincy, post release accommodation and support; counselling, mediation and parenting education; refugee and migrant support; mental health initiatives, headspace centres, recovery and community awareness activities.

Purpose of the Position

You will continue to develop and coordinate the East Arnhem Children Services (EACS) program in East Arnhem incorporating working collaboratively to facilitate the development of a Child Friendly East Arnhem initiative including a Community Profile, a joint Advisory Group and Playgroups. You will work in a team environment and provide leadership as part of the East Arnhem team; manage sub-contract arrangements; support the implementation of best practice, evidence-based programs, liaise and network with the sector and assist the Regional Manager to continue an effective relationship with the funding body. You will uphold the values of Anglicare NT and provide quality services within the scope of the position and associated delegations.

Selection Criteria

Position Specific Requirements

1. Early Childhood, Community Development, Social Sciences, Social Work qualification
2. Five (5) years' experience in the community service or community development sector with a record of contribution to the sector, social justice initiatives and responding to community need
3. Demonstrated experience working collaboratively to support the community to achieve change through utilising such strategies as the Collective Impact Principles
4. Ability to develop strong mutually respectful and reciprocal relationships across all levels of government, non-government, Aboriginal Controlled organisations and the broader community/ community representatives
5. High level of interpersonal and communication skills, both verbal and written, and the ability to liaise, network, build rapport and sustain constructive working relationships with diverse stakeholders, service providers and community leaders
6. Experience in building the capacity of subcontracted programs to become sustainable and to mentor individuals to work as a team in a collaborative environment
7. Demonstrated ability, interest and commitment to working with culturally diverse people, targeted populations and communities, in particular with Indigenous people and their communities.
8. Knowledge and understanding of the range of complex issues confronting children and families experiencing disadvantage

General Criteria

1. Demonstrated commitment to work respectfully and inclusively with Aboriginal and Torres Strait Islander and culturally and linguistically diverse people.

2. Demonstrated understanding of the issues that impact Aboriginal and Torres Strait Islander people.
3. Demonstrated ability to communicate sensitively and effectively with Aboriginal and/or Torres Strait Islander people.
4. Demonstrated adherence to legislation, policies and procedures and a commitment to EEO, WHS, risk management and quality improvement practices.
5. Northern Territory Working with Children Clearance (Ochre Card).
6. National Police Criminal History Report (less than three months old) with acceptable outcome.
7. Ability to meet additional visa / overseas work compliance measures.
8. Northern Territory Driver's Licence.
9. Demonstrated currency of job specific vaccinations (and boosters).

Key Responsibilities

1. Coordinate and manage the Communities for Children Community Partner Activities

- Coordinate and manage the Communities for Children Community Partner activities
- Facilitate the development of best practice within the delivery of Community Partner activities
- Support the development towards sustainable funding agreements
- Support services to work towards Evidence based practice incorporating cultural relevance
- Facilitate the Community Partners in regular reflective practice, sharing of outcomes, positive strategies and measurable benefits
- Supporting comprehensive reporting (as per requirements) and facilitating knowledge of robust reporting and information collection

2. Facilitate the Communities for Children Facilitating Partner Activities

- Facilitate the Communities for Children Facilitating Partner Activities
- Support and resource strong governance systems for the Advisory group including representation for all areas of the community including the Indigenous communities and organisations
- Facilitate, participate in and support Network Groups and forums around the community
- Engage with and share practice with National and Territory C4C Facilitating Partner discussions

3. Develop Child Friendly Communities

- Facilitate ongoing consultation with children, families, communities, service providers, government (Territory, Federal and Local Government) and Aboriginal Controlled organisations.
- Facilitate the development of a community profile working collaboratively with other organisations
- Working collaboratively to facilitate the development of Child Friendly East Arnhem to provide a coordinated approach to developing responsive activities in conjunction with the community
- Liaising with Government, non-government, council and community
- Organise, support and participate in community events such as Neighbour Day, Children's Week, Child Protection Week National Aboriginal and Torres Strait Islander Children's Day etc

4. Administrative Requirements

- Provide management support within Anglicare East Arnhem Regional activities and support the implementation of the Anglicare NT Strategic Plan
- Contribute to a positive and strengths-based workplace culture and participate in communication systems, planning and quality review processes
- Maintain and implement the Communities for Children Strategic and Activity Work Plans
- Develop, maintain, manage review and report on the Communities for Children Facilitating Partner Budget
- Manage subcontracts and funding for local Community Partner Activities
- Comply with the Communities for Children Guidelines and other DSS and NIAA Requirements
- Manage Funding for Communities for Children Facilitating Partner grants
- Prepare and provide reporting requirements, in a timely manner, as per DSS and NIAA funding performance requirements.

5. Leadership and Management

- Provide strengths-based supervision (line management), support, debriefing and mentoring to EACS staff.
- Ensure staff operate within their scope of practice, undertake employee reviews and that training and professional development activities are planned, equitable, approved and within budget constraints.
- Manage staff rostering, leave planning and time sheet approvals for direct and indirect reports; maintain adequate staff coverage to mitigate risks and ensure service viability.
- Convene Team meetings which include for example general business, updates, achievements, review and planning, case reviews, data analysis, feedback and team building activities etc.
- Encourage interactions between staff and other sections of the organisation, promote integrated approaches and ensure staff are engaged, connected and understand the values, plans and broader work of Anglicare NT
- Work with the Regional Manager and People & Culture to assist with staff recruitment, induction and development, performance management, grievances and industrial matters
- Ensure staff are positive ambassadors, perform well as individuals and as a team, embrace contemporary practices, build cultural competency, show respect and genuinely care for participants and each other.

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program / project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements – remain vigilant and contribute to a safe working environment and maintain pandemic related and job specific mandated vaccinations (and boosters).
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement our Reconciliation Action Plan and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will updated from time to time).

This position is graded at an Award Level whereby staff can be allocated for supervision on a temporary or permanent basis.

This position may be asked to provide supervision to students on field placements (where an employee has the qualifications to do so) and / or on the job assistance to new entrant employees.