



WALTJA TJUTANGKU Palyapayi Aboriginal Corporation

PROGRAM MANAGER

JOB SUMMARY:

This position provides leadership and management of Waltja remote services and programs. The Program Manager will provide supervision and program support to Community Development Workers (CDWs) to meet program objectives as well as build ongoing, long-term positive engagement with clients, community members and stakeholders.

Report to: The Program Manager will report to the CEO.

Contracted time: 38 hours per week, 5 days a week, permanent.

Travel Required: Extensive travel to remote communities

DUTIES AND RESPONSIBILITIES:

1. Work closely with Waltja's management team to ensure funded programs and service delivery meet program contractual objectives in accordance with Waltja organisational standards.
2. Provide mentoring, training and planning for both CDWs and Aboriginal community-based support workers across the following teams: Child and Family Intensive Support (CaFIS); Youth and Family; NDIS/Disability and Strong Money.
3. Develop/oversee partnership agreements and funding contracts as may be required for the implementation of short-term projects and activities.
4. Develop, promote and maintain positive working relationships with community members, service providers and stakeholders for Waltja generally, and for Waltja programs and events.
5. Liaise with the Management Support Worker to ensure program coordination, planning, record keeping and documentation meet Waltja's community development and community engagement objectives and ensure continuous evaluation of the delivery of remote programs.
6. Liaise with and report to the CEO concerning staffing, operational, program and training issues arising in the workplace.

7. Prepare or oversee the preparation of submissions for external funding in line with Waltja's strategic objectives and identified areas of interest.
8. Represent and promote Waltja at conferences, seminars, network and interagency meetings and in other community forums.
9. Work within Waltja's organisational values, code of conduct and policies and procedures, especially with regard to maintaining confidentiality and working in a culturally sensitive, community and client driven manner.

SELECTION CRITERIA

Essential:

- Experience in working effectively with Aboriginal people / Aboriginal organisations.
- High-level administrative skills
- Previous experience and capacity to fulfil the duties and responsibilities identified above.
- Have qualifications relevant to the position (Community Development, Social Sciences, Education or Business Management)
- Be willing and able to travel to and camp in remote areas of central Australia.
- Preparedness to make a 2-4 year commitment to the role.

Desirable:

- Experience working in or with central Australian Aboriginal communities/organisations
- A sound understanding of government, non-government and philanthropic sectors and demonstrated success in funding submissions and acquittals.
- Demonstrated capacity for strategic decision-making, and initiative to make appropriate decisions when required.

SALARY PACKAGE

- SCHADS Award Level 6.1 -7.1 plus 2% above-award Waltja bonus (current range is \$52.93 - \$57.25) depending on qualifications and experience
- Superannuation at 13% for non-smokers, 11% for smokers
- Salary Sacrifice option after completion of probationary period.
- 4 weeks annual leave and leave loading pro-rata
- Stand-down between Christmas and New Year paid at normal rate
- Flexible work hours and time in lieu arrangements
- Travel Allowance of \$75 per night for remote travel
- \$950 pro rata travel payment annually
- Up to \$800 reimbursement of personal wellbeing costs (e.g., Gym membership).