

POSITION DESCRIPTION

POSITION DETAILS

Position Title:	PROGRAM MANAGER
Position Details:	PART TIME – Minimum of 22.5 hours per week. Two-year contract position initially, subject to 3months probationary period.
Reports to:	Executive Officer, Northern Mallee Leaders Inc.
Location:	Mildura
Qualifications:	A relevant tertiary degree in project management, training or a related discipline is preferred.

ORGANISATIONAL CONTEXT

Northern Mallee Leaders Inc. (NML Inc.) is one of 10 regional community leadership organisations operating across Victoria with the intention of developing people in active business and community leadership roles through transformational leadership across the Northern Mallee.

Servicing north-west Victoria, NML Inc. includes the communities of the Mildura region, Wentworth Shire, Robinvale, Ouyen and the Mallee Track.

NML Inc. provides an annual flagship program of experiential learning that reflects the needs of the region.

POSITION OVERVIEW

The Northern Mallee Leaders Program (NMLP), runs from February to November each year, aims to develop the skills, knowledge, confidence and networks of participants (up to 24) to prepare them for active community and business leadership roles.

The Program Manager reports to the Executive Officer and leads the design, delivery, monitoring and evaluation of the Northern Mallee Leaders program.

The design of the NMLP is reviewed and evaluated during the year in order to successfully empower and support innovative leaders and build the capacity of rural communities of all sizes to address their local issues and respond positively to change. The program builds leadership skills, explores the major issues facing central and north-west Victoria, and facilitates positive change. The program also develops a dynamic regional network through the shared experiences of individuals and local communities.

The NMLP involves structured program days, workshops, activities, tours and events over a 9-month period, during which time participants will be exposed to the nature and needs of their rural communities in an experiential learning process. Each program day is held in a different part of the region, while field trips to Canberra and Melbourne add another valuable dimension to this unique program. Further details of the program can be viewed at - [NMLP Program](#).

Participants will undertake training in public speaking, media skills, effective communication, working in groups, meeting procedures etc. Learning styles will vary and participants are encouraged to explore their own learning and leadership styles in a supportive environment.

NMLP aims to develop sustainable community leadership in and beyond north-west Victoria by:

- providing a challenging experience which encourages questioning of values and beliefs,
- building self-confidence and self-esteem through greater self-awareness,
- creating a greater knowledge of the region and its interaction with the rest of the world,
- instilling an ability to respect differences and use this to create opportunities for the community, and
- developing skills in working with other people to create positive change in the community.

The total NMLP graduate numbers to date is 142. These graduates have achieved a greater understanding of the region, developed their personal leadership skills and have strengthened their networks.

POSITION DUTIES

The following five areas have been identified as key areas of responsibility for the position of NMLP Program Manager:

1. Program Design

- a. Lead the preparation and design of the NMLP based on the historical model of a nine-month program operating on a calendar year basis, with a range of program days across north-west Victoria and beyond.
- b. Define all tasks, events, resources and timelines associated with NMLP in a project plan and calendar.
- c. Redesign/modify elements of NMLP based on review, evaluation and participant feedback to ensure the program remains innovative and continues to meet the needs of the communities of north-west Victoria.

2. Program Delivery

- a. Manage and organise program days and events in a timely manner and within an agreed budget.
- b. NML management supports the empowerment of participants in an adult learning environment. The Program Manager in keeping with this, will attend each program day and provide assistance to the participant organisers where needed.
- c. Facilitate group process, and support group/individual learning arising out of individual/team challenges.
- c. Coordinate key NMLP events including the annual launch of the NMLP, the Graduation Ceremony, Vision of the Region dinner and a Leadership Lunch held during Leadership Week and the

production of an annual Year Book. All events/projects are in conjunction with an Event/Project Committee comprising current program participants or alumni.

- d. Work with program participants to prepare and distribute a media release or other social media following each program day and any other opportunities to promote the NMLP.
- e. Support participants through the design and delivery of their community projects.
- f. Ensure all appropriate actions are taken to observe the Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2017 and other relevant regulations, and the NML Inc. OH&S Policy and associated procedures during all program days and related activities.
- g. Provide ongoing support to each of the program participants during the program year.

3. Program Evaluation

- a. Maintain, review and implement an ongoing evaluation process for the NMLP (collection of baseline data, mid-year review and end-of year evaluation) that measures the benefits to current participants during their program year, and following their completion of the program as they become more active within their community and complete their community projects.
- b. Use the data obtained through the evaluation process to continuously improve the NMLP in future program years and to input into relevant reporting requirements of NML Inc.
- c. Collect testimonials (in a range of formats) from program participants at key points during the program year which can be used for promotional and recruitment purposes.
- d. Provide regular NMLP progress reports to Committee of Management and VRCLP and others as required.

4. Participant Recruitment, Marketing and Communication

- a. Support the development and implementation of an innovative recruitment strategy to ensure a high number and diverse cohort of program applicants each year.
- b. Manage the selection process of each year's program participants to ensure diverse representation of all community sectors.
- c. Assist with the implementation of the NML Inc. Marketing and Communication Strategy.

5. Sustainability

- a. Support the promotion of NML Inc. and its programs to assist in long term sustainability of the organisation.
- b. Establish and maintain a cooperative relationship with NML Inc. based on an ethical and trusting relationship.
- c. Develop and support productive relationships with the community, local business and key stakeholders to strengthen the capability of NML Inc.
- d. Develop, and maintain professional, respectful and inclusive relationships with all members of staff, engage proactively in team activities, providing timely assistance, advice and responses to enquiries and requests for information.
- e. Support planning processes and policy development.

- f. Comply with all relevant legislation and regulations, including Workplace Equal Opportunity, OHS, Privacy and NML Inc. policies and procedures in particular the organisation Code of Conduct and confidentiality standards.
- g. Assist with other initiatives designed to meet organisational objectives on an as-needs basis.

KEY SELECTION CRITERIA

Please address each of the following seven Key Selection Criteria in a concise way, providing supportive examples and not exceeding 4 pages (or to a **maximum 250-word** response for each criteria).

1. Qualifications and experience

- a relevant tertiary degree in project management, training, or a related discipline would be viewed as favourable, but is not essential where the applicant can demonstrate extensive work experience relevant to the position
- demonstrated knowledge and understanding of contemporary leadership theory and practice and community leadership principles
- community development knowledge/experience.

2. Management and leadership

- initiative and drive, entrepreneurial flair and high levels of creativity
- effective, innovative and strong decision-making
- critical thinking, organisation and time management
- a consultative approach
- demonstrated problem identification and problem-solving.

3. Communication and marketing

- effective communication skills, both verbal and written
- demonstrated public speaking and presentation skills, and experience in writing reports
- able to develop and assist in implement targeted marketing campaigns.

4. Group facilitations skills

- understanding of group process and working with the dynamics of a group
- strong relationship and conflict resolution skills
- facilitating groups of people to obtain consensus in approach.

5. Mentoring/coaching skills and experience

- understanding of principles of mentoring/coaching
- experience in coaching individuals to success.

6. Relationships, partnerships and stakeholder management

- excellent interpersonal communication skills
- strong network management skills
- demonstrate developed networks within the region or ability to develop relationships quickly across all areas of business, community and government.

7. Administration skills

- proficient in a range of computer applications and a willingness to embrace new technologies. This includes Microsoft Office programs (Word, Excel, Publisher and PowerPoint and other communication apps). Knowledge of Client Relationship Management (CRM) system would be an advantage.
- proficient in the use of social media
- sound administration skills including record keeping and financial management.

PERSONAL QUALITIES

Personal qualities will be assessed via the interview and referee checks. It is recommended applicants provide a **brief** summary statement addressing their strengths against each of the personal qualities outlined below as part of their application.

Passion: Committed to working towards the future of rural and regional communities.

Flexibility: Adaptable; open to new ideas; accepts changed priorities without undue discomfort; recognises the merits of different options and acts accordingly.

Integrity & relationships:

Promotes harmony and consensus through diplomatic handling of disagreements; actively supports experiential learning and empowerment of participants in an adult learning environment, builds trust through consistent actions, values and communication; committed to empowering others; and ability to treat sensitive information confidentially.

Initiative & accountability:

Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions.

Creativity & innovation:

Generates new ideas; draws on a range of information sources to identify new ways of doing things; actively influences events and promotes ideas; translates creative ideas.

OTHER REQUIREMENTS

Evidence required

Evidence of the following will be required if successful:

- Current Driver's Licence
- Satisfactory Police Check
- Working with Children Check
- Right to Work within Australia
- Commitment to adhere to NML's Code of Conduct.

Office locations

The office location is located in Mildura. Arrangements could be negotiated with the Executive Officer to work a number of hours from home if required.

After hours' availability

Attendance at after-hours activities will be required for weekend program days, meetings and events.

BENEFITS OF WORKING WITH NORTHERN MALLEE LEADERS

In addition to being part of an organisation that makes a truly positive impact on people's lives and their communities, NML Inc. is:

- an equal opportunity employer and welcomes applicants from a diverse range of backgrounds
- a family friendly workplace with flexible work arrangements
- an organisation with a positive workplace culture and supportive team environment
- a dynamic organisation seeking innovative ways to achieve its mission
- committed to regional and rural communities valuing the talents and strengths of local leaders
- an organisation that is part of an extended network across the State advocating for regional advancement through leadership.

REMUNERATION

Remuneration

The remuneration package will be negotiated with the successful candidate depending on qualifications and experience. It is based pro rata on a full time equivalent. Superannuation is 9.5%. Private use of a car is reimbursed at the Australian Taxation Office rate which is currently \$0.66 per kilometre. The initial performance based contract will be until 31 December 2019 with a three-month probation period. Additional contract after this period will depend on new funding agreements.

APPLICATION PROCESS

Application Process

Applications addressing the following:

- cover letter (one page only)
- Key Selection Criteria (maximum of 250 words for each of the seven criteria) – as outlined above
- required Personal Qualities (maximum of 2 pages)
- current Resume/CV (no more than 4 pages in length)
- contact details for three referees (name, relationship to applicant, phone and email)

are to be received **by 5.00 pm on 4th December 2017** by email to Ms Jen Grigg,

Executive Officer – executive@nml.org.au and will be treated in the strictest confidence.

For more information in relation to this position, please contact:
Jen Grigg - Executive Officer, Northern Mallee Leaders Inc.
Ph.: 0427 438 111 or Email: executive@nml.org.au