Communities for Children Project Manager

About the company
YWCA NSW stands for gender equality, eliminating violence against women and children, and providing safe harbour to those in need. We raise funds through profit-for-purpose businesses, donations, and government grants to provide a range of programs and services. These programs and services deliver domestic violence support, women’s refuges, homeless support, mentoring for young women, financial literacy, and life skills.

The Role
YWCA NSW is currently seeking an experienced Project Manager for our Communities for Children sites. This is a full-time role based in our Goonellabah office, with a contract end date of June 2019.

The Project Manager of Communities for Children is a broad ranging position. At the heart of the role, you will be supporting the effective delivery of a large project focussed on the health and wellbeing of families and their children (0-12 years) living in Lismore and Murwillumbah. The role is responsible for building strong community relationships with local families, service providers and sector stakeholders in the community. Coaching a small team of dedicated YWCA NSW staff and running local initiatives to raise participant and community awareness of the Communities for Children program is key to the success of the project.

The suitable applicant will meet the following selection criteria:
- Relevant tertiary qualifications or equivalent experience (community work, social work, community health, social welfare, education etc.)
- An extensive knowledge of the pathways available for vulnerable families, including Aboriginal families
- High level of knowledge and understanding about monitoring and evaluation processes
- Demonstrated experience in leading the scoping, design and implementation of strategic community projects
- Strong financial management skills including contract management, budgeting, monitoring expenditure and financial reporting

Please refer to the Position Description located on our career portal for the full description and criteria http://www.ywcansw.com.au/rewarding-careers-ywca-nsw

Benefits
- Competitive market equivalent base salary or appropriate Award.
- Additional $15,900 tax-free salary component thereby increasing take home pay.
- Access to discounts at Song Hotel and Song Kitchen.
- Benefits include: salary continuance insurance, leave loading, access to our confidential Employee Assistance Program, professional development opportunities and a staff nominated recognition and reward program.
- YWCA NSW is an Equal Opportunity Employer.

Other information
Please forward your application letter addressing the above selection criteria and resume to recruitment@ywcansw.com.au

Only applicants who provide information specifying their suitability will be considered and receive further communication regarding the role.

Closing Date: Monday 5pm 19 June 2017
Position Description

Title: Communities for Children – Project Manager
Department: Northern Rivers
Reports to: Northern Rivers Regional Manager
Direct Reports: CfC Partnership Manager, CfC Cultural Engagement Officer, CfC Engagement Worker, CfC Administrator
Location: 101A Rous Road Goonellabah
Date: May 2017

Purpose
The primary purpose of this role is to:

- Develop and maintain the strategic direction for the Lismore and Murwillumbah Communities for Children sites.
- Create and contribute to processes and build relationships which enhance collaboration and partnerships between organisations.
- Manage all report writing and evaluation tasks relating to Lismore and Murwillumbah Communities for Children.
- Lead the Communities for Children team.

Key accountabilities

Networking and relationship building across services
- Create and contribute to processes which enhance collaboration and partnerships between organisations (government and non-government), peak bodies, community groups, residents and local businesses to optimise outcomes for Aboriginal families and families experiencing disadvantage and vulnerability.
- Work within the CfC team to support the process of capacity building in the community services sector within Lismore and Murwillumbah site areas to ensure the delivery of improved and sustainable outcomes for Aboriginal families and families experiencing disadvantage and vulnerability.
- Work within the CfC team to establish and maintain effective systems of communication aimed at keeping organisational and community stakeholders informed and engaged in the project.
- Work with the CfC team to deliver the Lismore and Murwillumbah Child and Family Forums and contribute to relevant reference groups that relate to families with children 0-12 years in the Lismore and Murwillumbah CfC site areas.
- Work with the CfC team to co-ordinate selected events and participate in and support community partner events.

Finance
- Contribute to budget preparation, operate within approved budget and levels of delegated authority and complete all reporting requirement of the role.

Governance
- Manage the Lismore and Murwillumbah Advisory Committees, Chair the Lismore Early Childhood Advisory Committee.
- Participate in the GTP/LTP quarterly selection panel meetings.

Strategic Planning
- Develop and implement Community Strategic Plans beyond July 2017 for Lismore and Murwillumbah CfC projects.
- Develop and maintain an Evidenced Base framework and practice for the delivery of CfC in the Lismore and Murwillumbah sites.
- Together with the CfC team, work with CfC Community Partners and other key stakeholders to develop and implement project plans that are in line with the CfC Community Strategic Plans and reflect the changing need of the community.
Mentoring
- Mentor and advise NR staff around strategic planning, funding applications, evidenced based programs, problem solving processes and community resources.

Report Writing
- Manage all CfC reporting systems and requirements for the project.
- Hold responsibility for ensuring all CfC internal YWCA NSW reporting is completed within specified timeframes.

Performance management
- Supervise & support the CfC team with monthly supervision and support.
- Provide leadership, teamwork and support to YWCA NSW Communities for Children staff.

Project Evaluation
- Hold responsibility for the contract the YWCA NSW has with the CfC Local Evaluator.
- Liaise with the CfC Local Evaluator to provide advice and direction around data collection, analysis and report writing of Murwillumbah & Lismore CfC evaluations.
- Create RBA scorecards for Communities for Children Facilitating Partner role on a six monthly basis.

Organisational
- Support the Regional Manager with overall strategic growth of the region.
- Participate in the YWCA Northern Rivers’ team meetings.
- Participate in all relevant meetings and training through YWCA NSW.
- Participate in monthly supervision with the Regional Manager.

Policies and procedures
- Adhere to all YWCA NSW policies and procedures.
- Operate in line with the NSW Government’s Keep them Safe plan to ensure children and families are supported and protected. This includes Mandatory Notifications and appropriate record keeping in accordance with the “Children and Young Persons (Care and Protection) Act 1998”.

Other duties
- Other duties as directed

Selection criteria
Knowledge, skills and experience
1. Relevant tertiary qualifications or equivalent experience (community work, social work, community health, social welfare, education etc.)
2. An extensive knowledge of the pathways available for vulnerable families, including Aboriginal families.
3. High level of knowledge and understanding about monitoring and evaluation processes.
4. Demonstrated experience in leading the scoping, design and implementation of strategic community projects.
5. High level research and analytical skills and the ability to translate evidenced based research into practical and achievable community strategies and initiatives.
6. Strong financial management skills including contract management, budgeting, monitoring expenditure and financial reporting
7. High level of written and oral communication, group facilitation and presentation skills.
8. High level of computer skills including proficient use of Microsoft word, outlook and the internet.

Key capabilities
- Collaboration – strong interpersonal skills and demonstrated ability to work effectively with others in a team environment both internally and externally including:
  - Ability to actively engage, collaborate and partner with other community organisations, government and other service providers to optimise outcomes for families, children and young people
– Ability to develop and foster networks and relationships with a wide range of key stakeholders including community groups, Aboriginal people, government and non-government organisations and local businesses

- **Leading and Navigating Change** – proven ability to effectively navigate change and demonstrate personal agility and tenacity despite setbacks or in situations that lack clarity.
- **Project Management** - strong organisational skills with the ability to manage multiple projects and complex processes concurrently with an eye for continuous improvement.
- **Supervising and Leading Others** – demonstrated experience in optimising staff performance, including performance reviews, supervision, mentoring and coaching.
- **Financial Management** - experience in financial management, including management of budgets and acquittals.

**Deliver on our Core Values**
- We have Integrity: We deliver on what we promise
- We are Bold: We stand up for what we believe
- We Care: We take the time to understand

This position requires the incumbent to at all times comply with the organisation’s Child Protection Policy. The incumbent must satisfactorily complete a National Criminal History Record Check and the associated Statutory Declaration prior to commencing this role.

**Employee Agreement**

Name

__________________________________________________________

Signature

__________________________________________________________ Date

Senior Manager

Name

__________________________________________________________ Position

Signature

__________________________________________________________ Date