



## Position Description

**Role:** Program Manager

**Closing date:** 31<sup>st</sup> January 2020 or when filled

**Application process:** Send cover letter, resume and referee details to [melanie@kidsafevic.com.au](mailto:melanie@kidsafevic.com.au)

### Position purpose

The purpose of the Program Manager position is to:

- Develop, implement and manage projects and programs promoting child injury prevention
- Source, obtain and manage program funding for Kidsafe, primarily through grant applications
- Promote Kidsafe's vision, mission and initiatives to all key stakeholders
- Represent Kidsafe at external meetings, conferences and other events as appropriate
- Develop and manage positive working relationships with key stakeholders

### Responsible to

This position reports to the General Manager of Kidsafe Victoria.

### Key working relationships

- General Manager
- CEO
- Staff and contractors
- External customers and stakeholders

### Hours

This position will be filled as a 0.8 OR 1.0 full time equivalent position depending on the preference of the successful candidate. The position will commence on an initial 2 year contract with a 3 month probation period and possibility of contract extension. Kidsafe is a family friendly organisation and has some flexibility in terms of the timing of these hours.

### Salary

The position will be remunerated at \$70-75k (pro rata if part time) plus super.

### Location

The position will be primarily located at Kidsafe Victoria's office at Monash Children's Hospital in Clayton, however offsite travel to meetings will be required.

### Typical duties

- Develop, implement and manage Kidsafe's injury prevention projects and programs
- Source and obtain program funding through grant opportunities
- Respond to public enquiries
- Represent Kidsafe on injury based committees as required e.g. standards committees and State based injury topic specific committees
- Engage in advocacy and communication within the community and with relevant stakeholders, including undertaking research and drafting policies and relevant submissions
- Meet relevant financial targets and manage program budgets



- Establish and maintain working relationships with key stakeholders as required

## Experience and skills

### **Essential**

- A minimum of 3 years' experience in project development and management, preferably in a health-related discipline
- Competent public speaker, ability to represent Kidsafe across different mediums
- Excellent organisational, administrative and time management skills
- High levels of written communication skills, including reports and submission writing
- Highly organised with a 'can do' attitude
- Proactive and confident making recommendations and problem solving
- Proven ability to work in teams and autonomously, including the ability to prioritise tasks given the multi-faceted demands of the role
- Someone who can adapt and thrive in an evolving environment
- Excellent interpersonal and communications skills which are able to be applied across internal and external stakeholders, with an ability to foster trusting relationships with all stakeholders
- Ability to work effectively under pressure and to meet tight deadlines
- Advanced proficiency in MS Word, Excel

### **Desirable**

- Experience and knowledge of injury prevention
- Awareness of needs of people from culturally diverse backgrounds
- A successful grant application history

We are not just looking for someone based on their skills and expertise. We need someone who is going to fit in with our small team and organisational culture. This means you also need to be:

- Someone who thinks 'why not' instead of 'why' and is able to think outside of the box to address a challenge
- A strong and creative communicator
- Friendly, approachable and have good relationship management skills

If you like the sound of us, then please apply. While we are reviewing applications, we encourage you to get to know us a bit more through our various social channels.

### **Appointment to this position is subject to:**

- A satisfactory 'Working with Children Check' under the *Working with Children Act 2005* (Vic)
- A satisfactory Police Check
- Proof of current whooping cough vaccination prior to commencement and willingness to have a flu vaccination each year