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Position Description: Program Manager

Position Title	AVCL Program Manager.
FTE	Fulltime – 38 hours/ week
Salary	\$83,000 - \$93,000 + Super, dependent on experience.
Employment type	Fixed term 2 years, to 31 December 2023, subject to successful 6 months probation. Probable extension subject to performance and funding.
Location	Wangaratta, with travel within NE Victoria, border and Riverina regions, up to 10 nights away from home per year with program participants. Some elements of the role can be done remotely/ from home.
Reports to	Executive Officer, AVCL.

The organisation

Alpine Valleys Community Leadership Inc. (AVCL) is a not for profit organisation which designs and delivers experiential leadership and skills development programs, short courses and workshops for emerging and current leaders in our community. The AVCL staff team is friendly and supportive.

AVCL Mission:

- Grow the leadership capacity and voice of people and communities.

AVCL Vision:

- Vibrant and sustainable communities through local leadership.

AVCL Values:

- Excellence: In the development and delivery of our activities.
- Agility: Being proactive and relevant to the changing needs of our communities.
- Innovation: Fostering creative ideas and identifying opportunities to strengthen our communities.
- Collaboration: Building relationships and partnerships that deliver mutual benefit and value.
- Integrity: Displaying transparency and accountability to our stakeholders.
- Respect: Conducting our relationships with honesty, trust and compassion.

The role

Reporting to the AVCL Executive Officer, the Program Manager is responsible for design, coordination, delivery and evaluation of AVCL's community leadership programs and workshops, including face to face facilitation of program days and retreats for the flagship Annual Program, AVCLP. The Program Manager is responsible for delivery of multiple programs on time, within budget, to meet, and at times exceed, expectations of participants.

Key responsibilities

1. Program Design

- Ensure AVCLP addresses current regional priorities, is responsive to the needs of the participants and delivered in line with contemporary leadership practice;
- Design new programs and skills workshops to meet community needs, using the statewide Learning and Development Framework for Community Leadership;
- Establish and collaborate with advisory committees for new programs; and
- Develop operational program policies e.g. policies relating to participation.

2: Program Delivery

- Facilitate delivery of all 5 programs in 2022 (AVCLP, Recovery Workshops, Disaster Recovery and Climate Change Adaptation, Fischer, LGBTIQ+) to meet participant expectations, within budget, whilst ensuring adherence to AVCL WHS policy and finance procedures;
- Coordinate guest presenters and workshop facilitators;
- Pivot to online delivery of program days and events at short notice, if required;
- Establish and manage the culture, tone and expectations of a program cohort, using the AVCL Code of Conduct as the guiding document;
- Support AVCLP participants with their learning goals and completion of learning agreements on commencement of the Program; and
- Collaborate with the AVCL team to ensure end to end coordination of marketing, participant selection, launch, retreats, program days, workshops, community projects, and graduation events for AVCLP.

3. Evaluation

- Develop and implement an evaluation process and program logic that measures the impacts of leadership development in participants during and after the completion of their leadership program, short course or workshop; and
- Maintain a culture of continuous improvement, by conducting program reviews based on participant evaluation and with consideration of AVCL strategic intent.

4. Stakeholder Management

- Maintain and manage relationships with participants, employer sponsors, scholarship donors, guest presenters, local leaders, and alumni.

5. Administration and Reporting

- Maintain and update the CRM for sponsors, scholarship providers and presenters;
- Coordinate program administration tasks within the AVCL team;
- Ensure completion of milestone and annual reporting to funders and scholarship providers;
- Prepare AVCLP Annual Program review; and
- Assist with the preparation of the annual Year Book.

Key Selection Criteria

Capabilities Required:	
Project Management	A successful track record of leading and managing complex programs or projects with multiple stakeholders to ensure project objectives are met, preferably in adult education, leadership or community development.
Mentoring & Coaching	Demonstrated mentoring and coaching skills and an ability to empower individuals and a team to achieve objectives by providing effective feedback and leading by example.
Relationship Building & Stakeholder Management	Demonstrated ability to establish and maintain effective relationships with people at all levels, through consistent actions, values and communication.
Administration	Demonstrated skills and experience in report writing, budget management and record keeping, preferably using a CRM.
Skills and knowledge	
Specialist/technical skills:	Demonstrated skills and knowledge in adult learning, community development, facilitation and change management would be highly regarded.
Knowledge:	Demonstrated knowledge and understanding of community leadership principles would be highly regarded. A strong understanding of the social, economic and environmental challenges confronting rural and regional communities, especially within North-East Victoria and the border region.
Qualifications:	
Mandatory qualifications	Extensive experience in any of: adult community learning, leadership development, project management.
Highly desirable qualifications	Relevant tertiary qualifications in adult education, community leadership, community development, project management, facilitation, training and assessment.

Additional information: Community Leadership Programs planned to be delivered in 2022.

Alpine Valleys Community Leadership Program (AVCLP)

AVCLP provides emerging leaders with a unique experiential “learning by doing” program that develops their personal leadership skills, knowledge of the region and their network of professional and community contacts. Participants undertake the ten-month Program from February through to November and learn through meeting, interacting and working with the region’s finest leaders, and through gaining skills and knowledge to build their capacity as a community leader. AVCLP is delivered to a cohort of 20-25 participants drawn from a diverse range of backgrounds, communities, age and industries. The Program Manager is responsible for program delivery of AVCLP over approx. 25 days in a combination of residential retreats, program days with guest presenters and skills workshops, and for coaching teams of participants to plan and deliver a community project. AVCL processes for this program delivery are well documented and reviewed annually.

Bushfire Recovery Community Leadership Workshops project

This project has been extended until end of June 2022, and requires the Program Manager to coordinate several workshops within our region, to prepare the final report and a follow up evaluation report.

Disaster Recovery & Climate Change Adaptation leadership program

Building on the learnings from the pilot of this program in 2021, the Program Manager will be responsible for:

- Coordination of the recruitment of a participant cohort;
- Coordination of delivery of this program by external facilitators;
- 2022 program and outcome evaluation; and
- Reporting to funders.

Fischer Community Leadership Program

This innovative new program is under development for delivery commencing in autumn 2022. It will be piloted as an 8-10 day program, taking one community group through the end to end process of a significant community project. It will focus on community leadership development through the lens of a real life and challenging community project as it progresses from a concept to an outcome. The Fischer Program is funded by the Border Trust and will be delivered in the border or Riverina region of NSW. The Program Manager will be working closely with the program advisory group to plan and develop program content, coordinate the delivery of and monitor and evaluate this pilot.

LGBTIQA+

This workshop with Line Wangaratta will assess where they are at with their strategy and what further skill development they have identified following their 2021 program.

Other requirements

To be considered for this role, you will be Covid19 fully vaccinated, unless medically contraindicated, and you will hold a current Driver’s licence.

How to apply:

Please provide a cover letter that addresses the key selection criteria and include your resume, with details of two referees, and email to eo@avclp.org.au by 5pm, Sunday 12th December. Interviews will be held on Tuesday 14th December. Applications which don’t address the selection criteria will not be considered.

Enquiries to Jacqui Bramwell, Executive Officer, phone 0417 348 547