

8-10 Tone Road, Wangaratta VIC 3677
PO Box 937, Wangaratta VIC 3676
M: 0417 348 547 E: eo@avclp.org.au

Position Description: Program Manager

Position Title	Program Manager
FTE	0.8 – 30.4 hours / week
Salary	\$90,000 - \$99,000 FTE, paid pro-rata, plus super; dependent on experience.
Employment type	Commencing January 2024, 12 month fixed term to 31 December 2024. Subject to successful 3 months probation. Extension subject to performance and funding.
Location	Work from home / remote working arrangement; monthly in-person team meetings in Wangaratta, with regular travel across the North East and Border regions for program delivery, and up to 10 nights away from home per year with program participants.
Reports to	Executive Officer, AVCL
Direct reports	Nil

The Organisation

Alpine Valleys Community Leadership (AVCL) is a not-for-profit organisation, delivering contemporary leadership programs, short courses and workshops across the North East and Border regions. Since our first program delivery in 1998, we have continued to evolve our offerings and are driven by our mission to grow the leadership capacity and voice of people and communities.

The team of AVCL staff is small and robust, and work 100% remotely from home. The organisation is supported by a strategic Board made up of nine voluntary members. Staff meetings are conducted monthly in person in Wangaratta, and the Program Manager will undertake regular travel across the North-East and Border Regions to lead and deliver program days.

Our Mission

Grow the leadership capacity and voice of people and communities.

Our Vision

Vibrant and sustainable communities through local leadership.

Our 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.

8-10 Tone Road, Wangaratta VIC 3677
PO Box 937, Wangaratta VIC 3676
M: 0417 348 547 E: eo@avclp.org.au

The Role

Reporting to the Executive Officer, the Program Manager is responsible for the design, coordination, delivery and evaluation of designated community leadership programs and workshops, including face to face facilitation of program days and retreats. The Program Manager plays a vital role in supporting the success of the organisation, drawing upon their well-developed skills to ensure programs are delivered on time, within budget, and meet the expectations of participants and other stakeholders.

In 2024, the Program Manager will be responsible for the delivery of two programs, being the Annual Program (0.5 time allocation), and a drought readiness program (0.3 time allocation.) Design and delivery of other workshops or skills sessions representing AVCL are part of the role, up to 4 days per year as fits within the Program Manager's capacity and work plan.

Annual Program

AVCL's flagship Annual Program was first delivered in 1998, and has since produced over 500 Alumni. The program was previously supported by Victorian State Government funding, however that funding will cease at the end of 2023. To ensure the continuity of the program, AVCL has developed a strategic approach that will ensure the program can be delivered through philanthropic, corporate and community support. Accordingly, the duration of the 2024 program has been reduced from 9 months to approximately 6 months, and the time fraction required for managing the program is reflective of this.


Drought Readiness Program

The drought readiness program is made possible by funding through FRRR's Future Drought Fund's Helping Regional Communities Prepare for Drought Community Impact Program. The funding will enable the delivery of a 7-8 session community leadership program that will enhance the skills and practical knowledge of participants and support them to develop the confidence and adaptive capacity to lead their communities through various stages of the drought lifecycle. The program will take a place-based approach, targeting participants from towns within Indigo Valley, Barnawartha, Springhurst, Chiltern and Baddaginnie. The cohort can expect to be immersed in experiential learning through leadership models, real life examples, events and site visits. A co-design process for this program will be undertaken with stakeholders, led by the Program Manager.

Key Responsibilities

Program Design

- Design programs and skills workshops to meet community needs, including developing program frameworks that provide for a clear structure of learning objectives, delivery methods, intended outcomes, and mechanisms for monitoring and evaluation;
- Ensure programs address current and emerging regional issues and priorities, and are responsive to the needs of the participants and delivered in line with contemporary leadership practice;
- Establish and collaborate with advisory committees for new programs; and
- Develop operational program policies e.g. policies relating to participation.



8-10 Tone Road, Wangaratta VIC 3677
PO Box 937, Wangaratta VIC 3676
M: 0417 348 547 E: eo@avclp.org.au

Program Delivery

- Facilitate delivery of flagship program, and the drought readiness program to meet funding and participant expectations, within budget, whilst ensuring adherence to AVCL WHS policy and finance procedures;
- Coordinate guest presenters and workshop facilitators;
- In person and online delivery of program days and events, as required;
- Establish and manage the culture, tone and expectations of a program cohort, using the AVCL Code of Conduct as the guiding document;
- Support 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 events.

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.

Stakeholder Management

- Build, maintain and manage relationships with participants, employer sponsors, scholarship donors, guest presenters, local leaders, and Alumni;
- Influentially engage with stakeholders, including new and potential funders of the Annual Program, to secure funding and support for program scholarships and other program deliverables (i.e. in-kind contributions of program day venues.)

Administration and Reporting

- Maintain and update the CRM with communications and information relating to sponsors, scholarship providers and presenters;
- Coordinate program administration tasks within the AVCL team;
- Ensure completion of milestone and reporting to funders and scholarship providers;
- Prepare end of program review; and
- Assist with the preparation of materials as required.

8-10 Tone Road, Wangaratta VIC 3677
 PO Box 937, Wangaratta VIC 3676
 M: 0417 348 547 E: eo@avclp.org.au

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.

8-10 Tone Road, Wangaratta VIC 3677
PO Box 937, Wangaratta VIC 3676
M: 0417 348 547 E: eo@avclp.org.au

Highly desirable Qualifications	Relevant tertiary qualifications in adult education, community leadership, community development, project management, facilitation, training and assessment.
------------------------------------	--

Inclusion

We encourage diverse candidates to apply, including women, Aboriginal and Torres Strait Islander people, people from multicultural backgrounds, people with disability, veterans, young people, and people over 45 years old, even if your experience doesn't align perfectly.

Other requirements

To be considered for this role, you must have full rights to work in Australia and hold a current Australian Driver's license. Use of own vehicle reimbursed at ATO rate.

How to apply

If you feel this role is right for you, please apply with your CV and a one-page cover letter outlining your experience and suitability. Please note that you are not required to provide individual responses against the selection criteria in the Position Description. Your CV should include two current references.

Applications close 5pm, Wednesday 22 November.

Short listed applicants may be contacted to participate in an interview prior to the closing date.

Enquiries can be made to Madeline Hines, Interim Executive Officer, via eo@avclp.org.au