

Job Description

Title: Program Manager
Type: Permanent part time (0.8 FTE flexible)
Location: Adelaide
Reports to: CEO
Salary: \$85K to \$95K FTE p.a. plus 9.5% super plus salary packaging

Organisation purpose and background

Siblings Australia is a not for profit organisation that exists to support siblings of people with disability. Its mission statement is *Siblings: Acknowledged, Connected, Resilient*.

Since its establishment in 1999 by its current CEO Kate Strohm, Siblings Australia has developed a national and international reputation for its work with families and professionals. This has included workshops/resources/online supports for siblings, parents and providers in order to improve the capacity of siblings to manage any challenges, conducting research, and providing public advocacy to improve understanding of the importance of siblings.

Organisation growth and transformation

In December 2019, after many years of advocacy by the founder, Siblings Australia was awarded a national NDIS ILC grant for a three year project 'Stronger Siblings: Stronger Families'. The grant will enable significant growth in Siblings Australia programs throughout Australia, and the organisation will be seeking several committed staff to build on its original vision.

Knowledge and Skills

The mandatory attributes, skills and experience for this role are:

- a) Strong, driven leader
- b) Advanced project and program management skills
- c) At least 5 years' experience in similar project management role
- d) Confident and articulate communicator and influencer
- e) Familiarity in partnering/collaborating with a range of stakeholders
- f) Recent successful delivery of measurable outcomes within a social services, disability, aged care or similar environment

The following non-mandatory attributes, skills and experience would be highly regarded:

- g) Experience in servicing a large client or membership base
- h) A professional network that includes disability, health, allied health and business professionals
- i) Practical understanding of NDIS legislation and policy and of the new market that has been created by NDIS
- j) Experience working autonomously within a small team

- k) Formal qualifications relevant to the role
- l) Experience in the development of training materials or curricula
- m) Experience as a formal trainer

We are very interested in hearing from candidates who identify as a sibling/parent of a person with disability, or who have lived experience of disability.

Responsibilities

- 1) Project Manage the 'Stronger Siblings: Stronger Families' project
- 2) Manage the creation of training content and delivery of train-the-trainer and other training programs, within budget
- 3) Administer Siblings Australia's Peer Support programs, including face to face and online
- 4) Conduct and/or support research into best practice approaches and systems in the area of sibling/family advocacy and support
- 5) In conjunction with the CEO, deliver a range of educational presentations as directed by the CEO
- 6) Conduct formal evaluation of a range of programs
- 7) Successfully deliver strategic objectives that meet or exceed stated success measures
- 8) In conjunction with the CEO, recruit a small team
- 9) Induct and supervise new staff
- 10) Manage the daily workload of staff

Key behaviours to be demonstrated at all times

- Consultative, collaborative
- Uphold the principles of full inclusion for people with disability
- Abide by the Siblings Australia Code of Conduct

Licences/certificates required

Current Working with Children check

Current Australian Driver's Licence

For enquiries, contact Kate Strohm on 0408 720 558 or kate@siblingsaustralia.org.au.

[APPLY](#) now via Seek website

Applications close COB 23rd March 2020