

Australia Programs Senior Manager

About Mary MacKillop Today

Mary MacKillop Today is a values-driven community and international development organisation working alongside local partners in Australia, Timor-Leste, Fiji and Peru. We create opportunities for self-determination through education, health, financial inclusion and livelihood programs — reaching those on the margins and transforming lives through lifelong learning.

About the role

We are seeking a passionate and experienced community development senior manager to build our Australia programs. This role is a one year contract, with potential for ongoing employment.

Reporting to the Director of Programs, the Australian Programs Senior Manager supports a geographically dispersed team in the implementation of Mary MacKillop Today's programs throughout Australia. This includes our Financial Inclusion Program delivered through our remote offices in Central-West NSW, our First Nations Scholarships Program, and our programs delivered in partnership with Australian community organisations and higher education providers.

The Australian Programs Senior Manager will be responsible for driving the implementation of Mary MacKillop Today's Australia Program Strategy, including:

- Developing, implementing, and managing a community development program that incorporates our current No Interest Loan Scheme (NILS) delivery; our current Financial Counselling; and a new Financial Literacy component.
- Managing mutually beneficial partnerships that further the strategic priorities of both Mary MacKillop Today and our partner organisations in the Kimberley and Tasmania and in any new locations which emerge.
- Overseeing and providing strategic advice on our Community Grants and First Nations Scholarships Program.
- Developing new partnerships and programs with Australian organisations if opportunities arise.

The Australian Programs Senior Manager will also be responsible for effective team leadership and will also oversee effective program delivery and operations to ensure all programs are high quality and impactful and delivered in alignment with best practice sector standards and contractual requirements.

This position currently has three direct reports. Of these reports, the NILS Team Leader has 6 direct reports across Central-West NSW. This role will require regular travel to Bathurst.

Key Responsibilities

Lead and manage a geographically dispersed team of staff

- Lead and manage a geographically dispersed team including promoting cross-team learning, effective collaboration, and collegiality.

- Oversee recruitment and performance management of the Australian Programs team including orientation, ongoing supervision, and annual performance reviews.
- Proactively oversee the identification, assessment and management of financial, reputational, and operational risks involved in the Australia Programs.
- Report to the Director of Programs on a regular basis ensuring they are informed of key achievements, challenges and risks associated with all Mary MacKillop Today Australia Programs.

Drive the Strategic Direction and Implementation of the Australian Program

- Lead the strategic direction implementation of Mary MacKillop Today's Australian Program Strategy. This includes:
 - Developing, implementing, and managing a Financial Inclusion community development program encompassing NILS, Financial Counselling, and Financial Literacy. This will involve assessing current needs and best practice approaches to financial inclusion to ensure the approach is comprehensive and impactful. It will also involve developing a monitoring, evaluation and learning system to ensure we have established indicators to measure success.
 - Providing strategic management and advice to partner organisations in the Kimberley and Tasmania.
 - Overseeing and providing strategic advice on our Community Grants and First Nations Scholarships Program.
 - Developing new partnerships / programs with Australian organisations if opportunities arise. This will involve leading the scoping, planning and negotiation phase of any new Australian partnership.
- Ensure the Australian Program portfolio is delivered in-line with best practice sector standards and regulatory requirements, particularly regarding safeguarding.
- Drive the continual application of Mary MacKillop Today's Impact Strategy across the Australian Program.
- Lead the implementation of the organisation's Reconciliation Action Plan.
- Provide innovative strategic direction to our work with Partners which demonstrates, defines and measures the "value add" of Mary MacKillop Today.
- Proactively represent Mary MacKillop Today to key stakeholders, including major donors, the church and government, to ensure long-term sustainability and growth of the Australian Program.

Ensure the effective delivery of our Australia programs

- Oversee monitoring, learning, and evaluation components of Australia Programs to ensure that success is both defined and measured.
- Manage the Australia Programs team to coordinate all aspects of the project cycle for Australia Programs, including program design, submission of program reports, and preparation of funds transfers according to deadlines.
- Remain abreast of contemporary thinking on community development and implications for Mary MacKillop Today's program development and implementation
- Support the timely lodgement of tenders or submissions of applications for program funding or grants to support the growth and sustainability of Mary MacKillop Today's Australia program.

Other

- Contribute to a cross-organisation thematic area of MMT's work as directed by your Manager.

Key Competencies

- Extensive experience managing complex community development programs in Australia. Ideally these programs include financial inclusion and involve communities in low income and Aboriginal and Torres Strait Islander communities.
- Tertiary qualification in Community Development, Aboriginal and/or Torres Strait Islander Studies, Program Management or a related field.
- Demonstrated ability to lead and inspire a team of remotely based staff.
- Strong financial acumen including demonstrated experience in developing and monitoring program budgets, budget forecasting, and financial reporting in alignment with donor and contractual requirements.
- High level of cross-cultural communication skills, and exceptional stakeholder management and relationship-building skills.
- Ability to travel domestically as required, up to 3 days fortnightly.
- Ability to work within and contribute to the Mission and Values of Mary MacKillop Today.
- Adherence to Mary MacKillop Today's Safeguarding Policy, and willingness to undergo a criminal record check or statutory declaration of local legal equivalent where criminal records checks are unavailable or unreliable.

General Information

This position is a permanent hybrid role based in North Sydney, with regular travel to Bathurst, and reports to the Programs Director of Mary MacKillop Today. The working environment is informal but professional, with very high standards of output and delivery. We are a happy, enthusiastic and energy filled group, with a positive, values-driven culture.

Safeguarding

The Australian Programs Senior Manager is classified as a Contact with Children role. The successful candidate must be willing to undergo child-safe screening and police check on recruitment and then regularly as required.

Applications

If you are an experienced development professional with a commitment to contribute to the mission and values of Mary MacKillop Today, please apply with your resume together with a cover letter responding to the skills required to hello@marymackilloptoday.org.au.

Applicants must have the right to work in Australia.

Application deadline is 18th January.