

# AUSTRALIAN PROGRAMS GROUP LEADER

## About Mary MacKillop Today

Guided by the Gospel, Mary MacKillop Today stands with the poor and marginalised so they can realise their potential and participate fully in the community. Through access to education and learning of practical life skills Mary MacKillop Today seeks to transform lives.

Saint Mary MacKillop is an important part of Mary MacKillop Today's history. As Australia's First Saint, Mary MacKillop is recognised as a woman of courage and faith. Mary MacKillop's legacy is in service throughout communities across the world. Just as Mary MacKillop did over a century ago, Mary MacKillop Today helps the poorest of the poor regardless of who or where they are, with the same commitment to purpose. With respect for their great past, Mary MacKillop Today is committed to continuing the works of the Sisters of Saint Joseph of the Sacred Heart and looks to the future for transformation and change.

Mary MacKillop Today is directly responsible for program design, implementation, monitoring, and evaluation of all its projects and the ministry is a signatory of the Australian Council for International Development's (ACFID) code of conduct. Consequently, Mary MacKillop Today has a high degree of accountability and transparency and is committed to protecting the rights of children in all areas the organisation works around the world.

## About the role

Reporting to the CEO, the Australian Programs Group Leader 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 Group Leader will be responsible for driving the development and implementation of Mary MacKillop Today's Australia Program Strategy, including identifying and developing mutually beneficial partnerships that further the strategic priorities of both Mary MacKillop Today and our partner organisations. The Australian Programs Group Leader will also be responsible for effective team leadership and operational management, including overseeing risk management, asset management, staff safety and security, and policy compliance.

This role will also oversee effective program delivery to ensure all programs are high quality and impactful and delivered in alignment with best practice sector standards and contractual requirements. This position sits on the Leadership Team and will contribute to the organisational management and strategic direction of the organisation.

## Key Responsibilities

*Lead and manage a geographically dispersed team of staff, including overseeing all areas of operational management*

- Lead and mentor a geographically dispersed team including promoting cross-team learning and effective collaboration.
- Oversee the operational management of Mary MacKillop Today's remote offices in NSW, including resource and asset management, staff safety and security, and policy compliance.
- Oversee the performance management of the Australian Program team including orientation, staff training and annual performance reviews.
- Demonstrate a participatory and respectful management style that fosters collegiality between Mary MacKillop Today staff.
- Proactively oversee the identification, assessment and management of financial, reputational, and operational risks involved in the Australia programs.
- Report to the CEO and Board of Directors 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 Development of the Australian Program*

- As part of the Leadership Team, provide Strategic input to the development, implementation and monitoring of the Mary MacKillop Today Strategic Plan.
- Lead the development and implementation of Mary MacKillop Today's Australian Program Strategy, ensuring it effectively captures and reflects the voices of the communities where we work.
- Ensure the Australian Program portfolio is delivered in-line with best practice sector standards and regulatory requirements, particularly regarding safeguarding.
- Drive the continual development and application of Mary MacKillop Today's Development Effectiveness and Learning framework and 'Learning for Life' strategy across the Australian Program.
- Lead the development of the organisation's Reconciliation Action Plan.
- Identify, develop and manage mutually beneficial partnerships that further the strategic priorities of both Mary MacKillop Today and our partner organisations.
- 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.
- Support the International Programs Group Leader in the delivery of partner learning forums to promote collaboration and shared learning across the organisation.

#### *Ensure the effective delivery of our Australia programs*

- Manage the effective design, coordination and delivery of Mary MacKillop Today's Australian Programs.
- Support the team to coordinate all aspects of the project cycle, including program design, submission of program reports and preparation of funds transfers.
- Deliver financial and narrative reporting for the program, including liaising with program staff and partners to ensure deadlines are met.
- Lead the scoping, planning and negotiation phase of all new Australian partnerships and coordinate related tasks including negotiating partnership agreements, conducting capacity assessments and due diligence checks, and developing learning action plans.
- 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.

#### **Key Competencies**

- Extensive experience managing complex community development programs in Australia, preferably for a faith-based organisation.
- Tertiary qualification in Community Development, Aboriginal and/or Torres Strait Islander Studies, Program Management or a related field.
- Strong financial acumen including demonstrated experience in developing and monitoring program budgets, budget forecasting, and financial reporting in alignment with donor and contractual requirements.
- Demonstrated ability to lead and inspire a team of remotely based staff.
- Extensive knowledge and understanding of issues impacting Aboriginal and Torres Strait Islander Peoples and communities, as well as the issues facing Australians on low incomes.
- High level of cross-cultural communication skills, and exceptional stakeholder management and relationship-building skills.
- Ability to travel domestically as required, up to 3 weeks per year.
- 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, part-time role (4 days) based in North Sydney, and reports to the CEO 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 Group Leader is classified as a Contact with Children role. The successful candidate must be willing to undergo child-safe screening 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](mailto:hello@marymackilloptoday.org.au).

**Application deadline is Wednesday 11 November but we encourage you to apply asap. Applications will be reviewed as they're received.**