

## POSITION DESCRIPTION

### Weave Youth & Community Services

Program Manager | Creating Futures Justice Program

*\*\*This is a Targeted Aboriginal and Torres Strait Islander Position. Preference will be given to suitable Aboriginal applicants.*

<b>Position title</b>	Program Manager
<b>Reports to</b>	Programs Lead
<b>Program</b>	Creating Futures Justice Program
<b>Responsible for</b>	Leadership, management, support and coordination of all aspects of the Creating Futures Justice Program in alignment with the values, vision, purpose and policies of Weave Youth & Community Services.
<b>Location</b>	Your position is based on Gadigal land at Weave HQ in Waterloo, however you may be required to work at other Weave sites during the course of your employment.
<b>Hours</b>	Part time/Full time (5 days per week/35 hours per week) or 63 hours per fortnight (9 days per fortnight) negotiable.
<b>Status</b>	Permanent. All positions at Weave are dependent on continued funding and are subject to a 6 month probation period.
<b>Award</b>	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS).
<b>Remuneration</b>	SCHADS SACS Level 6 Paypoint 1-3 depending on qualifications and experience. Weave pays above the SCHADS Award hourly rate. Weave hourly rate range for Level 6 Paypoint 1-3: \$58.46-\$61.04. <ul style="list-style-type: none"> <li>• Plus Superannuation @ 11.5%</li> <li>• Plus Annual Leave Loading of 17.5%</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Generous salary sacrifice</li> <li>• Above Award hourly rates based on a 35 hour week</li> <li>• Bonus paid leave days over the Christmas/New Year period</li> <li>• Supportive Aboriginal and/or Torres Strait Islander staff team led by Weave's Community and Culture Lead</li> <li>• Access to external cultural supervision</li> <li>• Aboriginal Healing Framework that informs and guides practice across all aspects of the organisation including staff support, training and development</li> <li>• Commitment to whole of Weave culture camps and On Country days</li> </ul>

## **About Weave Youth & Community Services**

[Weave Youth & Community Services](#) is a place-based community-led organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 48 years.

Weave's purpose is to empower people to change their lives, and healing and connection is at the centre of our work. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination. Our work at every level is guided by our [Aboriginal Healing Framework](#).

## **About Creating Futures Justice Program**

Weave's Creating Futures Justice Program supports Aboriginal people aged 10–30 who are in contact with the criminal justice system to transition from custody to community and live contributing, fulfilling lives. This change is brought about through strengths-based, client-led, trauma-informed, wrap-around case management model delivered within an [Aboriginal Healing Framework](#).

Creating Futures also provides intensive support for young people on bail, on community orders or through court diversion. It provides court support and advocacy, and holistic, wraparound casework support tailored to the needs and goals of each client. 91% of Creating Futures clients are Aboriginal and/or Torres Strait Islander people. Creating Futures also provides wrap around case management support for some participants of the Walama List at the District Court and provides holistic case management support for 10-17 year-old Aboriginal young people as part of the Youth Bail Advocacy Program in partnership with the Aboriginal Legal Service.

## **About the Position**

This position is responsible for providing leadership and program management support for the Creating Futures Program and team. Key responsibilities include supervising and supporting caseworkers, internal and external reporting, budget monitoring, program development, planning and evaluation as well as training, development, management and supervision for direct reports. You will be supported by the Programs Lead and will work closely with the Fundraising Lead and CEO to prepare funding applications and tenders to sustain the core

program, and for expansion of the program to meet community need. Community engagement, partnerships and networking are a key part of this role.

## **Key Responsibilities**

### ***Program Management***

- With support from the Programs Lead, manage all aspects of the Creating Futures Justice Program.
- Manage relevant client referrals in line with program criteria, and allocate within the team.
- Step in to provide interim case work support for clients when direct reports are on leave.
- Oversee the team's compliance with data collection, client records and case notes, brokerage procedures and expenses records.
- Develop an annual budget in conjunction with the Programs Lead and Accounts Manager, and ensure compliance with the financial management of the Program.
- Complete reports on program outcomes and impact both internally and externally.
- Work with the Fundraising Lead to identify funding opportunities and prepare funding applications when necessary to support sustainability of the program.
- Lead Creating Futures external program evaluations and prepare other planning, reporting and compliance documentation as required by Weave, funding bodies and stakeholders.
- Ensure the program and staff are working in line with Weave's Aboriginal Healing Framework.
- Implement, manage and monitor Creating Futures team strategic planning activities in line with Weave's Strategic Plan and Operational Plan.
- When required, assist with Weave's continuous quality improvement work to maintain accreditation under ASES standards.
- Participate fully as a member of the Weave team including active participation in Program Manager meetings, Aboriginal staff group gatherings (if you identify as a First Nations person), strategic and operational planning and reporting, and representing Weave externally at community, Government, corporate and industry levels where appropriate.

### ***Managing and developing direct reports***

- Recruit, train and provide supervision and line management support to direct reports.
- Ensure caseworkers are linked with an appropriate clinical and/or cultural supervisor and are attending regular external supervision.
- Drive collaboration and cohesion across the team and across Weave sites and programs.

- Encourage creativity and community engagement amongst staff to enable client and program success.
- Ensure all staff are aware of and abide by their obligations under Weave Youth & Community Services policies, procedures, Aboriginal Healing Framework, casework practice framework (How We Do What We Do), Code of Conduct and any other relevant practice frameworks.
- Lead team meetings and team planning initiatives.
- Identify training and development needs for the team.
- Engage in regular performance related conversations with staff to ensure continuous growth and development and identify areas for training, progression and improvement.
- Supervise and support students on placement as required.

### ***Internal and external advocacy***

- Participate in and advocate for Weave and the Creating Futures program in external and internal working groups, committees, forums, workshops, conferences and partnerships as needed.
- Develop strong networks and relationships with key external stakeholders including Corrective Services staff, magistrates, judges, court staff, police, community organisations, Local Aboriginal Land Councils, Community Alliances and other local community networks relevant to the program.
- Actively contribute to Weave internal meetings including Program Manager meetings, Aboriginal staff group meetings, whole of Weave staff meetings, On Country days and camps.
- Develop and nurture strategic partnerships to strengthen the impact of the program.
- Develop and document agreements/MOU's with key partners to ensure mutual understanding of shared responsibilities.
- Prioritise connection to culture, family and community for participants through facilitating involvement in existing programs such as the Aboriginal Cultural Engagement Program, and through creating opportunities and events that foster cultural connection.
- You may be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with your role.
- Promote the service and its programs to the local and wider community.
- Participate in probationary review meetings and Annual Performance Reviews as required.
- You may be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with your role.
- Additional general responsibilities and expectations of all Weave staff are outlined in the Weave Code of Conduct Section 8.2 (a).

## **Essential Selection Criteria**

1. Understanding of issues impacting, and unique strengths of, Aboriginal communities and a strong commitment to social justice and self determination.
2. Experience of leading, managing, supporting and developing a cohesive and productive team.
3. Strong understanding of and experience working in the criminal justice system space.
4. Strong cultural connection and commitment to strengths based, trauma-informed practices.
5. Excellent skills in understanding and navigating complex community dynamics.
6. Common sense and an excellent sense of humour.
7. NSW Working with Children Clearance.
8. NSW Police Check (If we interview you and shortlist you for the role, we will require you to complete a criminal record check. Having a criminal record does not necessarily exclude you from applying for the role.
9. NSW full unrestricted Driver's Licence.

## **Highly Desirable Criteria**

- Identify and be accepted by the Aboriginal Community as an Aboriginal and/or Torres Strait Islander person (as currently defined in the NSW Aboriginal Land Rights Act 1983).