

**POSITION DESCRIPTION**

**Program Manager**

Weave Women & Children's Centre

<b>Position title</b>	Program Manager
<b>Reports to</b>	Programs Lead
<b>Responsible for</b>	Lead, support and manage the Weave Women & Children's Centre which offers specialised domestic and family violence support services, early intervention family casework, parent education programs and drop-in support to women and children in the community.
<b>Location</b>	Gadigal Land, Weave Women & Children's Centre 133 Morehead Street, Waterloo
<b>Hours</b>	Full time (5 days per week/70 hours per fortnight) or Part time (9 days per fortnight/63 hours per fortnight)
<b>Status</b>	Permanent: All positions at Weave are dependant 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 (SCHCADS)
<b>Remuneration</b>	SCHADS SACS Level 6 Paypoint 1 - 3 depending on qualifications and experience. Weave hourly rates are above the SCHADS rates. The current Weave hourly rates for Level 6 Paypoint 1 - 3 is \$58.46 - \$61.04 Superannuation @ 11.5% and leave loading @17.5% plus generous wage packaging/salary sacrifice available
<b>Benefits</b>	Generous salary sacrifice Above Award hourly rates based on a 35 hour week Bonus paid leave days over Christmas and New Year

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

[Weave Youth & Community Services](#) is a place-based community 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](#).

## **Weave Women & Children's Centre**

Weave Women & Children's Centre is part of Weave Youth & Community Services and has been operating in the Redfern/Waterloo area since 1988 (known as The Shop Women & Children's Centre prior to 2006). The Centre offers specialist domestic and family violence support services for women, wrap-around family casework and parenting support to women and children in the community.

### **About the position:**

The position involves leading the strategic direction, planning and running of all aspects of the Weave Women's & Children's Centre in Waterloo/Redfern in accordance with the values, philosophy and policies of Weave Youth & Community Services, including the [Aboriginal Healing Framework](#) and in alignment with funding guidelines.

The Program Manager provides strong leadership for the [Targeted Earlier Intervention program](#) (TEI) and the [Staying Home Leaving Violence](#) (SHLV) programs, and support and direction to staff, volunteers and placement students as well as some casework, advocacy, networking and group work as required. The Program Manager is also responsible for managing The Centre's budgets in conjunction with the Programs Lead and CEO, and reporting to funding bodies and Weave management. Networking and partnerships, and submission writing to secure new funding are also responsibilities of the

Program Manager role. The Program Manager will also develop and maintain strong stakeholder relationships, advocate for systemic change, and promote the service to the sector and the community. [Weave's Be The Change campaign](#) (also [HERE](#)) is a key advocacy campaign led by the Program Manager.

### **Key responsibilities:**

Lead and manage all aspects of running the Weave Women & Children's Centre which includes a team of 5-8 staff including child and family case workers, domestic violence case workers and a children's worker.

Lead the Targeted Earlier Intervention and SHLV program service delivery including recruitment, induction, staff supervision and development, reflective practice and leadership of therapeutic casework and group programs. Ensure provision of high quality services.

Recruit, induct and supervise all staff and WWCC placement students and volunteers.

Provide casework support as necessary for clients of team members who are on leave or when needed. Be available to facilitate groups as needed.

Initiate training, team building, reflective practice and planning opportunities for WWCC staff and ensure that meaningful WWCC team meetings and staff supervision occur regularly.

Ensure team compliance with client databases and funding body outcomes reporting frameworks.

Manage and resolve conflict according to complaints and grievance procedure and in line with Weave values.

Encourage and facilitate participation of the WWCC team with the wider Weave team and Weave activities and events.

Develop and maintain good working relationships and partnerships with other community organisations and government stakeholders and ensure all team members do the same.

Promote the service and its programs to the local and wider community, the sector and other organisations, including presenting at panels and conferences.

In conjunction with staff and Programs Lead, regularly evaluate services and activities to ensure client and community needs are met, and that service delivery is in line with the funding body guidelines, the overall WWCC budget and in line with the WWCC and overall Weave strategic plans.

Participate fully as part of the Weave Program Manager's group.

Report to and attend regular meetings and supervision with the Programs Lead and attend regular clinical/cultural supervision.

Assist with Weave's continuous quality improvement work to maintain accreditation under ASES standards.

Ensure the WWCC site and building continues to be maintained to a high standard as a place where all women and children feel supported, safe and valued, and a place where culture is celebrated, this includes the look, feel, cleanliness, tidiness and physical layout based on trauma informed design principles.

Develop an annual budget in conjunction with the Programs Lead and ensure compliance with the financial management of the Program.

Lead community events and community engagement at the WWCC including our children's end of year wrap up party.

Champion Weave's Domestic Violence and Abuse campaign, Be The Change, especially during the 16 Days of Activism Against Gender Based Violence.

Work with the Brand and Communications team to ensure all communication about the WWCC is current and initiate opportunities to highlight and promote both SHLV and TEI programs.

Liaise and consult with the community to identify community needs and work collaboratively on interagency networks, projects, advocacy campaigns and community events.

In line with Weave Funding applications and Submissions Policy and in consultation with the Programs Lead and Head of Fundraising & Communications, seek out funding opportunities and prepare grant applications to meet the service provision needs of the WWCC.

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 Criteria**

Tertiary qualifications in Social Work, human services, community work, welfare, community management or other relevant discipline, or equivalent relevant experience. Experience leading and managing a team in an NGO setting. This includes leading the development of the strategy and vision for the Centre, staff supervision, highly developed relationship building and coaching skills, reporting, accountability and working within budgets.

Demonstrated experience providing trauma informed, flexible, holistic, wrap-around casework support to families, women and children with complex needs.

Ability to support and guide staff with complex client issues and critical incident debriefing.

Experience working with families impacted by domestic violence and abuse, and child protection involvement and a particular understanding of the complex layers experienced by Aboriginal and Torres Strait Islander families.

Demonstrated skills, knowledge and experience working with Aboriginal people and communities and understanding of the importance of cultural safety and the strengths of Aboriginal and Torres Strait Islander peoples and understanding of the ongoing impact of oppressive legacies of colonisation.

Current NSW Working With Children Check Clearance.

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.

NSW full unrestricted Driver's Licence

Australian Citizenship or Permanent Residency

\*\*\*Our Women & Children's Centre services are provided only to women and their children. We consider being a woman is a genuine occupational qualification for this position under section 31 of the Anti-Discrimination Act 1977 (NSW) and sections 30 of the Sex Discrimination Act 1984 (Cth).

### **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).