

Position Description

POSITION TITLE	Program Manager, Youth and Communities
POSITION NUMBER	104340
AWARD	Local Government Industry Award
CLASSIFICATION	CDRC Enterprise Agreement – Level 8
POSITION TYPE	Permanent Full Time (38 hours per week)
DIRECTORATE/PROGRAM	Community Services, Youth and Communities
LOCATION/S	Alice Springs with regular travel to communities
SUPERVISOR	Regional Manager, Youth and Communities
POSITIONS SUPERVISED	This position has two direct reports

PRIMARY OBJECTIVE

The Program Manager, Youth and Communities is responsible for planning and coordinating the delivery of accessible youth sport, recreation and community safety services for youth in community in accordance with Central Desert Regional Council strategic and regional plans, policies, procedures and relevant legislation.

KEY DUTIES AND RESPONSIBILITIES

1. Lead the strategic and sustainable development of Youth and Community Services for youth in designated communities of the Central Desert region to foster safe and healthy lifestyles.
2. Lead engagement with the local community and external and internal stakeholders to plan, design, implement and monitor strategies on the engagement of youth in sport and recreation activities.
3. Support community safety services and initiatives, including Community Safety Patrols, mediation and justice services as prevention and early intervention mechanisms to promote community harmony.
4. Work collaboratively with Coordinators and Team Leaders on the development and coordination of training and professional development for all Youth and Communities employees.
5. Foster strong and sustainable community partnerships and build capacity through a whole of government approach to youth and community safety services.
6. Manage and report compliance with relevant policy, legislation, funding agreements and program contracts.
7. Provide expert, program specific advice including investigation of issues and provision of recommendations on service improvements and efficiencies.
8. Supervise, coach and mentor the team and drive team practices to deliver quality services, ensuring that Council policy and WHS obligations are applied and nurture an environment in which initiative is encouraged and practiced.
9. Provide detailed, regular reports and updates to the Regional Manager on program status, risks and contingencies.
10. Be engaged in an effective and proactive health, safety and wellbeing culture.
11. Any other reasonable duties delegated by the Manager which are within level.

SELECTION CRITERIA

Essential

1. Degree in a related discipline with considerable practical experience in community services.
2. Demonstrated experience in the delivery of community services, with a focus on remote communities.
3. High level written and verbal communication skills with the ability to consult and negotiate sensitively and effectively with Aboriginal people and build and maintain working relationships with all stakeholders, in a client-focussed and cross-cultural environment.
4. Ability to apply effective, practical approaches to issues, and be flexible and responsive to the needs of stakeholders.
5. Demonstrated ability to lead, manage and develop employees from a range of cultural backgrounds.
6. Demonstrated ability to plan and deliver engaging program activities and deliver outcomes within legislative and funding frameworks.
7. An awareness of the socio-economic factors affecting Aboriginal people in remote locations and ability to operate effectively in a cross-cultural environment.
8. Current Class C (Manual) Licence and willingness to undertake 4WD training and travel to and stay overnight in remote communities as required.
9. Acceptable police check.
10. Ochre Card.

Desirable

1. Experience in working with Aboriginal people and / or people experiencing socio-economic disadvantage.
2. Experience in using community development approaches, techniques and frameworks.