



Australian Business Volunteers

POSITION DESCRIPTION AND SELECTION CRITERIA

Position title:	Program Director
Current position holder:	
Department:	Programs
Location:	Melbourne, Sydney or Brisbane preferred
Reporting to:	General Manager, Programs
Supervisory role:	Yes
Works/collaborates with:	Internal <ul style="list-style-type: none">• Program Director, other portfolios• Senior Program Managers/ Business Hub Managers• Project Coordinator• Program Officer• Business operations and Volunteer engagement teams
Liases with:	External <ul style="list-style-type: none">• Key funding partners• Government: Local, State/National government public servants• Corporate partners and business leaders• Skilled business and Corporate volunteers

PURPOSE OF THE ROLE

The Program Director will, in collaboration with the internal Programs team, lead the implementation of ABV's programs of work and partnerships.

The objectives of this role are to:

- Collaboratively lead the strategic development of ABV's programs and partnerships
- Enhance ABV's voice and leadership in the development sector, locally and globally
- Ensure consistent quality delivery of programs and fostering productive partnerships
- Apply shared critical thinking and analysis across all programs

THE WAY WE WORK

The Program Director role is a collaborative leadership position with a focus on empowering the Program team to share skills and expertise across portfolios and partnerships in order to support the implementation of impactful locally-led projects.



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ABV values collaboration and sharing of technical skills, experience and learning as imperative to the delivery of consistent, quality outcomes across all programs and partnerships.

The following principles guide the way we work together across the team.

Initiative

We take a strategic lead in working with communities, partners and other stakeholders. We use our initiative to make decisions and drive action.

Innovation

We are energetic and inquisitive. We are hungry to learn new things, engage with our community and do things differently. We explore innovative ideas and test our assumptions.

Implementation

We deliver with care and attention to detail. Our systems and our way of doing the work hits our KPIs and builds capacity and capability.

Impact

We make a difference in everything we do. We look for ways to amplify our impact. Our monitoring and evaluation systems provide transparency and accountability for communities, funders, partners and stakeholders.

KEY RESPONSIBILITIES AND DUTIES OF THE POSITION

Strategic collaboration

- Working with the General Manager, Programs and fellow Program Directors to create, develop and support a coherent and cohesive approach to programs across all portfolios
- Maintaining a comprehensive, shared knowledge of all programs in order to work collaboratively and collectively
- Working with the GM Programs to advocate on issues of importance to ABV such as volunteering, private sector development, community-led resilience etc.
- Enhance ABV's voice and leadership in the development sector, locally and globally
- Ensure consistent quality delivery of programs and fostering productive partnerships

Relationship Management

- Develop and manage key relationships to support the implementation of programs
- Cultivate relationships which provide avenues for continued growth and development of partnership and programs.
- Assisting the General Manager with management of business development relationships

Business Development and Program Design

- Work with the GM and the blended ABV Team (staff, Skilled Business Professionals, associates) on program design development, business development and income realisation
- Providing technical specialist skills and experience in a relevant area/s to support growth and innovation
- Design cost effective programs to deliver on contracts for ABV's programs in collaboration with the Programs team.

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Program Management

- Ensure program design and delivery meet the standard of international development frameworks, effective partnership principles, sound business principles and ABV's policies (e.g. Ethics, Child Protection and Human Rights policies)
- Be accountable for delegated program portfolio/s, including program design and implementation of programs to deliver on Key Performance Indicators
- Be accountable for delivery of program reporting and budget tracking and income realisation of payment agreements
- Where required, facilitate group and community workshops and consultations

Risk Management

- Identify and respond to emerging Program and Organisational risks ensuring careful risk management and reporting
- With the GM Programs develop risk management plans
- Implement risk management plans and escalate risk issues to the GM as required
- Brief the GM Programs on emerging strategic risks

Lead and develop people

- Guide and support team members to achieve optimal outcomes for all Programs in line with ABV's values
- Create an environment of continuous learning and development for all staff and volunteers
- Provide coaching and mentoring as required
- Providing guidance and support to program implementation staff to ensure programs and partnerships are effectively planned and managed
- Undertake performance management processes as required to ensure effective delivery of ABV's services

Reporting

- Ensure that all required reports are completed to a high standard and submitted on time and in line with the requirements of ABV's contracts
- Prepare engaging reports and presentations for ABV's funders and partners
- Identify issues and trends from data and reporting and brief the GM Programs and other colleague of key emerging issues and new developments impacting ABV's work

Monitoring, Evaluation and Learning

- Commitment to implementing the ABV Monitoring, Evaluation, Learning (MEL) Framework
- Oversight of data collection and reporting to fulfill evaluation and monitoring requirements
- Management of programs in line with best practice learning, monitoring and evaluation practices

Compliance with ABV Policy & Procedures

- Oversee and ensure compliance with and promotion of all ABV policies and procedures across all programs

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- Where needed, identify any policy and procedures required to support ABV's work and collaborate with work with the Programs team and other ABV staff to develop and implement policy and procedures

ACCOUNTABILITIES

Consistent provision of professional, high quality services as measured by:

- Delivery of portfolio specific KPIs as developed, agreed and reviewed with the General Manager Programs
- Consistently demonstrates collaborative behaviour and supportive attitude towards colleagues in line with ABV's organisational values and culture
- Positive formal feedback from program partners and other stakeholders as appropriate.
- Program delivered on time, cost effectively to budget and with accurate reporting.

BUDGET AUTHORITY

- Budget authority in line with agreed program budget with a 5% variance approved. Anything 5% or above variant to the budget needs line management approval.

SELECTION CRITERIA

Essential Requirements

- A collaborative team player eager to be part of building a small organisation and program of work.
- Formal qualifications in a relevant field e.g., community or international development or similar.
- Proven skills, knowledge, qualifications and extensive experience in program and project design, implementation and management, particularly in the not-for-profit sector and/or international development sector.
- Proven skills and experience in partnership brokering and management; with acute business acumen and understanding of organizational issues and challenges.
- Demonstrated experience in leading, managing and developing small teams of staff, with a commitment to mentoring and capability building.
- Demonstrated ability to interpret, analyse and present program data to communicate results and outcomes clearly and effectively
- Excellent interpersonal, persuasive, and oral and written communication skills with the ability to achieve buy-in from all stakeholders and achieve agreed outcomes.
- Excellent stakeholder relationship building and management skills with extensive experience across a range of sectors and contexts.
- Able to work effectively at all levels in an organization as a team player, working collaboratively and supporting others to achieve.
- Comfortable working online and competent in use of online collaboration and project management tools.
- Able to work remotely from manager, with a high degree of autonomy.
- Willingness to work out of business hours as required, within reason and to travel domestically and internationally as required to meet role requirements.

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Desired requirements

- Experience working in smaller NFPs where there's opportunity to work across a range of areas, programs, teams and be involved in all facets of a program.
- Experience and knowledge of change management principles, methodologies and tools
- Experience in volunteer management
- Experience working cross culturally, particularly with Indigenous Australian communities and/or in PNG.

I have read the above Position Description and it has been fully explained to me by my manager/supervisor. I understand that I may, on occasion, be required to perform tasks not stated above. I clearly understand the role and its expectations.