

## Regional Manager

### Position Description

<b>Reporting to:</b>	Director, WA	<b>Work location:</b>	Kununurra
<b>Department:</b>	54 reasons	<b>Budget holder:</b>	Yes
<b>Team:</b>	WA Programs	<b>Direct reports:</b>	Yes

### About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children, and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. With operations in every state and the NT, our services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

### Role Purpose

The key focus areas for the Regional Manager are:

- Lead program implementation, quality, evaluation and reporting across a defined portfolio which may include more than one program and/or location;
- Provide effective leadership to a team of program-based employees; including the provision of direct Supervision, development, capability building and performance management at all stages of the employee lifecycle, with a focus on developing strong and sustainable teams;
- Proactively identify opportunities for new partnerships and mergers with a focus on business development opportunities;
- Develop and maintain strong stakeholder relationships with relevant government representatives, partners and communities, to provide proactive reporting, resolution of issues, and proactively reporting, identifying and resolving issues early
- Identify, manage and monitor risks to program /service delivery, quality, staff wellbeing and Child Safeguarding

### Key Areas of Accountability

#### Strategy and growth

- Support the development of the regional operating plan in accordance with the organisation's strategic plan, strategic growth and funding contracts
- Coordinate and/or lead the development of collateral and local tenders to support stakeholder communications and growth opportunities
- Communicate our shared vision and plan, ensuring that employees know how they and others' contribute to achieving our mission

#### Leadership

- Actively lead, develop and assess team performance, ensuring adherence to organisational policy and procedure, and contractual requirements, throughout all stages of the employee lifecycle
- Facilitate regular Supervision sessions with direct reports
- Role model and facilitate learning culture by proactively maintaining knowledge of relevant research, network's programmatic themes and opportunities to enhance team skills and capability

### **Program management**

- Contribute to the design and development of high quality, effective programs, ensuring service delivery is in line with program logic, internal and donor requirements, and contractual outcomes
- Coordinate and produce high quality, timely and accurate internal and external reports, providing feedback and recommendations regarding program effectiveness, outcomes and deliverables
- Manage program contracts to ensure contractual obligations are adhered to
- Identify opportunities for program development and growth in line with community needs and organisational strategic plans

### **Finance and business development**

- Develop and manage program budgets ensuring programs are sustainable and meet agreed thresholds for ICR, staffing, professional development, quality and evaluation, this includes identifying opportunities for future growth
- Monitor and proactively manage program budgets including spend rates and variances while ensuring Team Leaders understand and adhere to budget requirements
- Ensure AMS, invoicing and expense management is up-to-date ahead of pipeline and financial reporting key dates

### **Stakeholder management**

- Build and maintain effective networks and relationships with key stakeholders and communities to promote programs, generate support and create effective referral pathways
- Represent 54 reasons at key meetings in consultation with the State Director
- Develop strategic partnerships with Aboriginal and non-Indigenous organisations that will help 54 reasons achieve our operational and growth plans and achieve optimum outcomes for clients

### **Health, safety, security and risk management**

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied
- Ensure staff have completed all required training and have up-to-date background and working with children checks
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Show leadership towards health and safety awareness and improvements

### **Child protection and safeguarding requirements**

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the Child Safeguarding Code of Conduct and child safeguarding and protection policies and standards (click [here](#) to view further details)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

## **Person Specification**

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### **Essential knowledge or experience**

- Demonstrated experience in working with partner organisations with a focus on improved outcomes for children and their families

- Extensive experience managing and leading high-performing teams in a remote setting with a focus on performance, learning and team development
- Experience working with children and young people using a strengths-based approach to achieve agreed outcomes
- Experience working with employees and/or clients from diverse backgrounds including, low socio-economic groups, young parents, and socially and/or geographically isolated families
- Experience in program delivery and evaluation particularly with a focus on children and young people
- Knowledge of child protection issues and commitment to upholding the child protection processes
- High-level stakeholder engagement experience with the ability to effectively consult, engage and influence others
- Well-developed business acumen skills for budget preparation and management, and experience identifying new business development opportunities

#### **Desirable knowledge or experience**

- Experience working in remote or regional Aboriginal and Torres Strait Islander communities and/or Culturally and Linguistically Diverse (CALD) communities

#### **Required qualifications and/or accreditations**

- Tertiary qualifications in Social Work, Youth Work, Community Development or a related field, or significant equivalent experience

### **Additional Information**

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- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

**Driver's Licence:** Required

**Travel:** Intrastate and interstate travel required

**Working with Children Check:** Required

**Assets:** Laptop/phone