

Head of Programs Position Description

Reporting to:	CEO, LFA	Work location:	Australia or remote location
Department:	LFA	Budget holder:	Yes
Team:	LFA	Direct reports:	Program Development and Impact Manager, Our Yarning Coordinator, Procurement and Logistics Specialist (matrix), Operations Coordinator

Here you'll make a difference

At Library For All, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

All roles at Save the Children contribute to our impact for children

At Save the Children, Library For All & 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Reporting to the CEO of Library For All, the Head of Programs is responsible for ensuring that Library For All's programs are working efficiently and effectively to fulfil our mission.

The Head of Programs is responsible for:

1. Driving rigorous program planning and execution aligned to the Library For All strategy
2. Supporting effective and efficient program delivery through designing and rolling out robust operational systems and processes
3. Working with the CEO to refine Library For All's business model to ensure we effectively respond to changing international and domestic market conditions and emerging opportunities

At LFA your skills, knowledge and experience are valued.

Role requirements

Leadership

- Contribute to the Senior Leadership Team by participating in strategy development, senior decision-making, and building a collaborative, service-oriented and visionary organizational culture.
- Act as a bridging role across Publishing, Technology, Program, and Business Development functions to ensure strong planning and seamless exchange of information.
- Coordinate and facilitate effective business partnerships with Save the Children entities, including SC International, SC Australia, and Country Offices.

Program Leadership and Management

- Establish and maintain a comprehensive framework for operational oversight and quality assurance of program delivery across the LFA portfolio.
- Maintain comprehensive and current project profiles and partnership plans to support strategic decision-making and oversight.
- Identify common constraints and requirements across the portfolio, leading harmonization efforts in line with Save the Children standards and exploring innovative solutions.
- Provide strategic and operational input at critical project review points, including project design, proposal development, and donor reporting.
- Drive continuous improvement and operational innovation, optimising processes where possible
- Oversee knowledge management systems that support impact and capability building across LFA programs and partnerships.
- Support the development and implementation of the LFA Business Development strategy.
- Assist the CEO in developing institutional partnerships and work with team and partners to prepare competitive bids.
- Engage with technical experts across LFA and Save the Children to ensure high-quality program designs.

Financial Sustainability

- Collaborate with Finance and Business Development teams to ensure new projects align with the forward-looking LFA business model and cost-recovery mechanisms.
- Generate strategic analytics to inform LFA's business model decisions.
- Support the CEO in reviewing resource requirements, ensuring the organization is fit for purpose and leveraging economies of scale.
- Explore innovative working models to maximize efficiency, enhance cost-recovery, and enable scale up.

Risk, Award Management, and Compliance

- Establish and maintain a robust risk management framework.
- Establish and maintain appropriate internal controls and compliance measures, aligned with SCIA requirements and donor compliance in awards management.
- Oversee donor and partner reporting, maintaining accountability for reporting quality.

Technology Management

- Lead product management, including customer feedback processes, product planning, prioritization, and delivery.
- Manage hardware order fulfillment (e.g., Spark Boxes), coordinating resources across LFA teams and contractors.
- Ensure hardware products align with organizational strategy and maintain an up-to-date, resource-efficient approach.
- Coordinate procurement processes, collaborating with Procurement, Supply Chain, Business Development, and Technology teams.
- Manage supplier relationships, negotiate contracts, and approve IT service agreements within approved delegation limits.

Team Management

- Provide direct and indirect management of program staff in LFA and partner countries, focusing on supervision, support, team coordination, staff development, and performance management.
- Manage indirect reports in SCA shared services, including the Procurement and Logistics Specialist role.

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

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Minimum 8-10 years of progressively senior leadership experience in non-profit, humanitarian, or development organizations
- Proven track record of managing complex, multi-stakeholder portfolios

- Strong cross-cultural communication and collaboration abilities
- Ability to build and maintain partnerships across diverse stakeholder groups
- High emotional intelligence and adaptability
- Demonstrated experience in program strategy development and implementation
- Proven experience in organizational change management
- Advanced project management capabilities
- Comfort working in fast-paced, mission-driven environments

Desirable knowledge or experience

- Exceptional strategic thinking and systems-level problem solving
- Background in technology-enabled social impact programs preferred
- Demonstrated leadership in matrix/complex organizational structures

Additional Information

- Any offer of employment at Save the Children Australia 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
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required

Working with Children Check: Required

Travel: Yes

Assets: Laptop, mobile phone