

**Mission:** Concern Australia works in partnership with young people and children, creating opportunities for them to enjoy full and meaningful lives.

**Vision:** An Australia where young people and children have HOPE for a successful and positive life.

**Values:** Faith ♦ Integrity ♦ Respect ♦ Belonging.

<b>POSITION TITLE:</b>	<b>General Manager – Education, Enterprise and Innovation (2 year contract)</b>
<b>DEPARTMENT:</b>	Executive Team, CEO Office
<b>DATE APPROVED:</b>	28 <sup>th</sup> October, 2019
<b>APPROVED BY</b>	Chief Executive Officer

Concern Australia is a dynamic not-for-profit Christian organisation which finds its roots in the work of Rev Dr John Smith who also founded the God’s Squad Christian Motorcycle Club in the 1970s.

Today we work with young people and children 5-21 years, creating opportunities for them to enjoy full and meaningful lives. Late 2016 we launched 2020VISION, our new Strategic Plan and we are working to realise 4 shared goals to be

PEOPLE-CENTRED ♦ LEADER ♦ PARTNER ♦ STEWARD

For close to 50 years, our work has focussed on the innovation, development and delivery of responses in the areas of Education; Housing & Homelessness; and Justice. Each year we connect 30,000 vulnerable young people across Australia through the following activities:

**Education**

- Values for Life – seminars within primary and secondary schools to 25,000 students, parents and teachers across Australia.
- LiveWires – an after school care and holiday programs for 80 school aged children and support to 40 families living in the Collingwood housing estate.
- Hand Brake Turn – pre vocational automotive training to 80 trainees per year

**Housing & Homelessness**

- Inside Out – the provision of Out-Of-Home-Care in partnership with the Victorian Government’s Department of Health and Human Services through the Enhanced Lead Tenant Program offered to young people living in 17 properties across metropolitan Melbourne.
- STEPS Outreach Service – support to over 500 homeless young people from the steps of Flinders Street station.

**Justice**

- Chaplaincy and support services for young people at the Malmsbury Youth Justice Centre.

**ORGANISATIONAL RELATIONSHIPS**

<b>REPORTS TO:</b>	Chief Executive Officer
<b>SUPERVISES:</b>	2 Program Areas (5 - 7 direct reports)
<b>INTERNAL LIAISONS:</b>	Board, Executive, General Managers, Program Managers, Finance
<b>EXTERNAL LIAISONS:</b>	Government, Philanthropists, Donors, Corporates, Universities, Media

**POSITION OBJECTIVES**

- Support the achievement of Concern Australia’s 4 Goals outlined in the 2020VISION Strategic Plan
- Oversee and develop two well established Programs - Hand Brake Turn and Values for Life
- Explore new program opportunities under the Education Pillar of Concern Australia’s work
- Manage and build on existing funding relationships with Government, Donors and Philanthropists
- Maintain and develop strategic partnerships with key stakeholders including the Department of Education and Training; Department of Justice and Community Safety; Primary, Secondary, Government and Independent Schools; Local Learning Employment Networks (LLENs), Universities – youth worker placements and research;
- Develop Concern Australia’s approach to Social Procurement and explore new revenue streams that enable greater reach and impact
- Expand and develop innovations that positively impact and create opportunities for young people
- Diversify income streams and untied funding including through social enterprise activities
- Raise the profile of Concern Australia’s activities and programs for young people and children
- Develop a strategic approach for growth and innovation

**KEY RESPONSIBILITY AND DUTIES**

- Provide exceptional people leadership for Staff and Volunteers with a focus on communication and teamwork
- Manage existing and emerging programs under the Education Pillar including program planning, reporting and accountability
- Oversee all aspects of budgets and financial management
- Maintain and develop strategic partnerships with current and potential funders
- Coordinate and lead new innovations
- Manage all tenders relating to education, enterprise and innovation
- Maintain a focus on OHS, Risk and Continuous Quality Improvement

**REQUIRED SKILLS AND EXPERIENCE**

- Demonstrated leadership at a senior level including ability to work directly with Concern Australia Board and Sub-Committees
- Experienced in program management in a community/education setting
- Possess excellent communication and interpersonal skills with a strong focus and proven ability to connect with, build and maintain stakeholder relationships
- Highly organised with strong administrative and self-management skills with a proven ability to manage and prioritise workloads
- Ability to think creatively, strategically and innovatively
- Flexibility to adjust and adapt to changing organisational demands whilst meeting routine commitments and deadlines
- Ability to negotiate with service providers and partners and prepare reports, budgets, acquittals and correspondence as required

**KEY SELECTION CRITERIA**

1. Evidence of a personal commitment to Concern Australia Mission, Vision and Values
2. Demonstrated experience in a senior leadership role as strategic thinker and program/project/people manager in a dynamic and ever-changing environment
3. Degree qualification in Management and/or Education (Certificate IV in TAE well regarded). Along with degree/diploma in psychology, social work, youth work, social sciences – or equivalent
4. Strong understanding of Secondary and Vocational Education and Training environments
5. Commitment to creating positive opportunities for young people who have experienced significant disadvantage and may present with challenging behavior
6. Well-developed communication skills – presentation, oral and written material with the ability to prepare correspondence, reports, publications and maintain records
7. Successful engagement with government at all levels, philanthropists, corporates and community partners

**CHILD SAFETY COMMITMENT**

Concern Australia is committed to providing a child safe and protected environments in all its activities and programs and has a zero tolerance approach to child abuse or exploitation. Contact and working with children is a critical responsibility. Children have the right to be safe and protected. All employees are required to have a valid Working with Children Check, National Police Check and International Police Check where required.