

Position Description



**Alannah & Madeline
Foundation**

Keeping children safe from violence

Position title:	Lead, Program Design & Implementation
Department:	Knowledge & Innovation
Reports to:	Head of Knowledge & Innovation
Job type:	Full time, ongoing
Date:	October 2018

ABOUT THE FOUNDATION

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover, and protect them from bullying and violence.
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products.
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships.
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation is committed to child safety. Our Child Safe Policy outlines our safe practices for children. Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

POSITION IN CONTEXT

Reporting to the Head of Knowledge & Innovation the Lead, Program Design & Implementation is a member of the Knowledge & Innovation Team and has accountability to support the delivery of the program development, enhancement and innovation across the Foundation including the movement of programs through the program development pipeline and the achievement of agreed targets.

FREEDOM TO ACT

- Recommendations for change should be approved by relevant Manager/s in order to ensure alignment with overall operational needs.
- The Lead, Program Design & Implementation works according to the policies and procedures of the Alannah & Madeline Foundation.

Position Description *cont.*



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MAJOR JOB RESPONSIBILITIES

- Work collaboratively within the Foundation to develop and support a pipeline of program and service opportunities for development, in line with the Foundation's mission, strategic direction and priorities.
- Manage the development of programs, products or services through the Foundation's innovation pipeline from problem definition and ideation through to prototyping, testing and implementation.
- Investigate and develop clearly defined problem statements through the use of both primary and secondary research techniques.
- Create human-centred solutions through appropriate tools and techniques such as co-design/design thinking in conjunction with internal and external stakeholders.
- Develop frameworks and tools to measure and evaluate the success of programs.
- Work with internal stakeholders to support development of funding proposals for government, trust & foundations and corporates.
- Manage the implementation of programs from pilot phase to business as usual (BAU).
- Prepare briefs and reports for internal and external stakeholders on project status and performance.
- Develop long-term relationships with key internal and external stakeholders and organisations.
- Provide information, knowledge, research and data to support innovation and continuous improvement opportunities across the Foundation.
- Other tasks as directed by the Head of Knowledge & Innovation, CEO and Senior Leadership team.

KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- At least 3 years' project experience executing projects or initiatives either in the non-profit, corporate, consulting or public sectors.
- Experience in design thinking and program implementation, including co-facilitating workshops.
- Strong research skills and the ability to translate findings into well-defined problems.
- Experience translating key concepts/information into pitches for a range of audiences.
- Enthusiasm for working in a fast-paced environment that requires short turnaround times, an ability to deal flexibly with changing priorities.
- Experience measuring and evaluating products and services.
- Well-developed communication skills and maturity to build strong, enduring relationships with internal and external stakeholders.
- Ability to work autonomously on clearly-defined projects, and in a small team
- Experience in change management and / or developing a culture of innovation (desirable).
- Commitment to work outside standard office hours for key events.
- Working with Children Check and Police Check.