

# Position Description



**Alannah & Madeline  
Foundation**

Keeping children safe from violence

Position title: Head of Program Design, Innovation & Advocacy  
Department: Programs  
Reports to: General Manager Programs  
Job type: Permanent Full Time  
Date: December 2018

---

## ABOUT THE FOUNDATION

The Alannah & Madeline Foundation is a national charity protecting children from violence and bullying.

The 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 – including Gaye and John Fidler who survived Port Arthur – 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 Alannah & Madeline Foundation cares for children who have experienced or witnessed violence and runs programs which prevent violence in the lives of children. We play an advocacy role and we're a voice against childhood violence.

Our vision is that every child will live in a safe and supportive environment. Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

## POSITION IN CONTEXT

Reporting to the General Manager Programs, the Head of Program Design, Innovation & Advocacy has accountability for research, advocacy, project and initiative development and delivery.

## FREEDOM TO ACT

- The Head of Program Design, Innovation & Advocacy works according to the policies and procedures of the Alannah & Madeline Foundation.
- The Head of Program Design, Innovation & Advocacy will execute the strategy and implementation of the projects and initiatives as part of the overall organisational strategy, as agreed with the General Manager Programs.

## MAJOR JOB RESPONSIBILITIES

- Leading, coaching and developing a high performing team.
- Managing and supporting effective relationships and partnerships with all key internal and external stakeholders and organisations. This will include but is not limited to stakeholders such as governments, schools, libraries, academics, industry experts and corporate organisations.
- Leading the undertaking of global, local and internal research and analysis to develop insights that support the development of strategies, plans and opportunities for the Foundation.
- Directing/Project Managing the Innovation Pipeline. Analysing, designing, building and piloting deployment phases throughout any new program/product strategy lifecycle including budget management.
- Managing and undertaking business development opportunities including preparation of proposals.

# Position Description *cont.*



**Alannah & Madeline  
Foundation**

Keeping children safe from violence

- Providing information, knowledge, research and data to support innovation and continuous improvement opportunities across the Foundation.
- Achieving sustainable performance and optimal service delivery, including the assessment of funding requirements and the presentation of operational plans.
- Other tasks as directed by the General Manager Programs, CEO and/or Senior Leadership Team.

## KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- The ability to build strong relationships with stakeholders at all levels and influence policy and practice to deliver the Foundation's goals.
- 5+ years experience of the education, non-profit or cyber safety sectors.
- Experience in working with agility, flexibility and the ability to recognise opportunities.
- 5+ years people leadership experience across both direct teams and cross function areas.
- An "outcomes focused" approach to project delivery.
- Proven track record in implementing multiple projects concurrently.
- Proficient in managing funding and all financial aspects of a team and individual projects.
- Ability to prioritise and manage resources.
- Well-developed written and verbal communication skills.
- Working with Children Check and Police Check.