

# Position Description

Position title: Program Advisor

Team: Program Design, Innovation & Advocacy (PDIA)

Reports to: Head of PDIA

Job type: 0.8 (four days per week), ongoing

Date: September 2020

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## About the Alannah & Madeline 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.

We are committed to Child Safety and our Child Safe Policy outlines our safe practices for children. The Foundation's values are caring, friendliness, respect, responsibility, valuing difference and including others.

## Position in Context

Reporting to the Head of Program Design, Innovation & Advocacy (PDIA), the Program Advisor is a member of the PDIA Team.

The PDIA Team is responsible for driving innovation to help the Foundation achieve its strategic priorities in key program areas, developing and managing partnerships with external stakeholders, and plays a key role in supporting business development opportunities.

The Program Advisor will work closely with the Head of PDIA to ensure the successful development, implementation and evaluation of the Foundation's new programs and products.

## Position Description cont.

The position will assist in driving innovation to help the Foundation achieve its strategic priorities in key program areas, develop and manage partnerships with external stakeholders. It will play a key role in supporting business development opportunities including the preparation of proposals and written submissions.

### **Freedom to Act**

- The Program Advisor works according to the policies and procedures of the Alannah & Madeline Foundation.

### **Major Job Responsibilities**

- Manage and maintain accurate program data, including applications, matching information and correspondence.
- Develop and manage programs, projects and activities with a strong focus on the delivery of quality programs.
- Provide high level advice and support to ensure effective assessment and management of risks.
- Identify, track and pursue new funding or other business opportunities.
- Contribute positively to the Foundation's culture through developing and maintaining collaborative relationships with colleagues.
- Other tasks as directed by the Head of PDIA, Senior Leadership Team and CEO.

### **Qualifications, Experience and Requirements**

- At least 3 years' experience working in project/program development, implementation and/or evaluation. .
- Qualification(s) in education, social science, public health or similar (desirable).
- Experience working in the area of education and technology and/or digital literacy (desirable)
- Experience of project management practices, including an ability to track and report against milestones.
- Proven ability to achieve outcomes within agreed timeframes and budgets and under time pressures.
- Proven track record in stakeholder management, including an ability to build relationships and strategic partnerships.
- Exceptional written and verbal communication skills as well as representational and networking skills
- Well-developed analytical, problem solving and negotiation skills.
- Working with Children Check and Police Check