

## Position Description

Position title:	Head of Children & Families
Reports to:	Deputy CEO
Job type:	Permanent, full time
Date:	October 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 AM 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 of Australia 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 safeguard them from bullying, violence and harm
- uses trauma-informed care to support children to recover from violence and harm
- 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 through advocacy, partnership and the building of strong alliances with child-centred organisations.

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 Deputy CEO, the Head of Children & Families works closely with the Senior Leadership Team to drive and implement the strategic direction across the Foundation.

The Head of Children and Families is responsible for the execution of the strategic plan across Children Ahead, Buddy Bags and Cubby House programs. These programs help children by focusing on what they need to recover from traumatic events or violent circumstances.

The Foundation works collaboratively with relevant agencies to make sure children who are suffering the effects of violence, and their families, have the community connections needed for immediate and long-term support. Current programs are Children Ahead, Cubby House and Buddy Bags. The Head of Children & Families is directly responsible for the delivery of Children Ahead, Buddy Bags and Cubby House and direct reports.

# Position Description cont.

## Freedom to Act

- The Head of Children & Families works according to the policies and procedures of the Alannah & Madeline Foundation.
- The Head of Children & Families will execute the strategy and implementation of the projects and initiatives as part of the overall organisational strategy, as agreed with the Deputy CEO.

## Major Job Responsibilities

- Lead the development and delivery of strategic and operational plans for Children Ahead, Buddy Bags and Cubby House programs to achieve sustainable performance and optimal service delivery.
- Lead and work closely with, a team of experts across the Foundation to deliver to agreed plans.
- Develop and strengthen long-term relationships with strategic external stakeholders and organisations to optimise and grow the programs including enhancing the Foundation's brand and reputation for high quality and effective programs.
- Manage key internal stakeholders and contribute positively to the Foundation's culture through developing and maintaining collaborative relationships with colleagues.
- Work with the team to ensure that written reports and progress reports on behalf of the Foundation for funders are completed to a high standard and submitted in line with agreed reporting schedules.
- Prepare and deliver on business and operational plans with objectives based on available funding.
- Execution of agreed performance goals, implementation strategies, project plans and delivery schedules.
- Drive ongoing refinements to overall performance of the team through identifying and realising innovation and continuous improvement opportunities together with developing and implementing robust program evaluation.
- Lead, coach and develop a high performing team.
- Oversee risk management and provide business/system analysis.
- Other tasks as directed by the Deputy CEO and Senior Leadership Team.

## Knowledge, Experience and Requirements

- Extensive experience working with children and young people in a complex service delivery environment, including experience with Family Violence and Child Protection systems.
- Strong experience in managing a team of service delivery staff in child and family services.
- Experience in developing program evaluation tools, including using standardised measures to form a strong programmatic evidence base.
- The ability to work autonomously, including the confidence to make sound clinical and programmatic decisions with limited consultation.
- The ability to work within a commercially-driven not for profit environment whilst maintaining a focus on providing effective services to children and young people.
- The ability to build strong relationships with stakeholders at all levels and influence policy and practice to deliver the Foundation's goals.
- The ability to analyse data, using the insights to drive program improvement and help inform decision making and program development.
- Previous success in identifying key performance measures across a program and monitoring performance against these measures.
- Well-developed communication skills, experience and maturity to relate effectively with staff at all levels of the organisation.
- Strong collaboration skills.
- Proven people leadership across both direct teams and cross-function areas.
- The ability to prioritise and manage resources accordingly.
- A tertiary qualification in Social Work or Psychology.
- Current Working with Children Check.
- A Police Check prior to commencement.