

Program Manager IAP

Job Advert – September 2023

- **Full time, Permanent Role based in NSW, ACT, QLD, NT or VIC**
- **Flexible work from home arrangements available, no mandated days in the office!**
- **Applicants for this role must be of Aboriginal and/or Torres Strait Islander decent, identify as being Aboriginal and/or Torres Strait Islander and be accepted in the community.**

ABOUT THE FRED HOLLOWES FOUNDATION

The Foundation is an international development organisation working to prevent blindness and restore sight. We continue to carry on the legacy of Professor Fred Hollows, who believed every person had the right to quality eye care, no matter where they live. The Foundation has grown to work in more than 25 countries throughout Africa, South Asia, Southeast Asia, the Middle East and the Pacific, as well as Australia. The Foundation has restored sight to more than 3 million people worldwide. We have an ambitious five-year strategic plan that aims to take us even closer to realising our vision of a world in which no person is needlessly blind or vision impaired.

The Foundation is also proud to announce that we were awarded the Employer of Choice Award (Public Sector and NFP) at the [2022 Australian HR Awards](#).

ABOUT THE INDIGENOUS AUSTRALIA PROGRAM

We work to ensure that Aboriginal and Torres Strait Islander Peoples can always exercise their rights to sight, good health and self-determination. We are committed to ensuring social justice reform is accelerated and to ensuring the rights, needs and aspirations of Aboriginal and Torres Strait Islander Peoples are respected and upheld.

ABOUT YOU

You will have strong leadership skills with the ability to lead a team in alignment with organisational values and capabilities. You will also have strong project management skills across the full project cycle. You will have excellent interpersonal and communication skills, with the ability to work collaboratively. Additionally, you will be an energetic self-starter with the resilience to work in a fast-paced environment, with sometimes changing priorities.

You will also have strong financial acumen, with the ability to manage budgeting and financial management of the program's portfolio. Further, you will have good problem-solving skills, coupled with the capacity for high-level representation and strategic advocacy: able to engage and influence senior levels of government, multi-lateral agencies and other partners. You will also recognise current and future potential challenges and adapt accordingly to ensure program growth. You will also have experience managing donor expectations and reporting. Finally, you will have exceptional people management skills, with the ability to motivate the highly skilled professionals within the team and maintain a clear sense of priorities.

THE OPPORTUNITY

The Program Manager is accountable for ensuring projects are designed, delivered and evaluated in line with the Indigenous Australia Program (IAP) Country Strategy and The Fred Hollows Foundation's Strategic Framework. The Program Manager provides leadership and oversight for IAP's program portfolio and implementing partnerships, with a strong focus on innovation, evaluation, learning, and continuous improvement practices. The Program Manager works in close collaboration with the technical Country Support Network and global teams to drive the successful achievement of The Foundation's strategic objectives. The Program Manager is committed to

operate in alignment with the IAP Programming Principles, Team Charter, and The Foundation's Social Justice approach.

KEY RESPONSIBILITIES

Leadership and Collaboration

- Lead the Programs team and ensure all direct reports have clear and agreed performance goals and development plans and provide coaching and support of individual career objectives and succession planning.
- Demonstrate high levels of personal leadership, effectiveness and collaboration within and across IAP teams, working closely with the Advocacy and Engagement manager to ensure programmatic and advocacy alignment.
- Participate in the ongoing development, review and renewal of the Country Program Strategy in close collaboration with the Country Director, IAP team, FHF technical teams and partners, ensuring effective alignment with overall FHF objectives and priorities.
- Manage the development and maintenance of strong relationships with all stakeholders including staff, partners, government departments and other agencies that are relevant to the sustainability of the country program.
- Participate in and contribute to FHF's strategic planning and organisational development initiatives at local and global levels.
- Demonstrate leadership in driving collaboration with global technical teams to improve the quality and alignment of IAPs programming.

Program Leadership

- In collaboration with program partners and using criteria aligned to the FHF strategic framework, identify prospective projects based on local needs, and oversee the development of appropriate concept documents and related Project Design Documents in collaboration with the global program's technical teams.
- Drive and manage project implementation and the resolution of implementation challenges to ensure effective outcomes are achieved and documented in line with program objectives and FHF expectations.
- Oversee and provide technical leadership to strengthen development effectiveness and quality improvement processes and capacity within the team.
- Prepare annual budget submission and commentary for the country program and oversee quarterly reporting and financial review, ensuring accurate planning, forecasting and delivery in line with FHF requirements.
- Oversee and review the development of annual project plans and budgets and other program documentation.
- Ensure the Program team members implement program activities in accordance with agreed Project Design Documents, work plans and annual budgets.
- Oversee regular program monitoring, evaluation and reporting processes and ensure lessons learned are reflected in project implementation and future project development.
- Oversee the development of donor submissions and grant applications to support the implementation of IAP programming and support the management of relationships with donors.
- Prepare high-quality reports for management, Board, donors and other submissions as required.

Compliance and Planning

- Actively participate in the preparation, implementation and reporting of plans and forecasts in line with agreed measures and timeframes.
- Demonstrate compliance with all legislation and The Foundation's policies and procedures.
- Adhere to all health and safety policies and procedures of The Foundation and take all reasonable care that your actions or omissions do not impact on the health and safety of others in The Foundation

WHAT YOU'LL NEED TO SUCCEED

- Extensive experience managing programs in Public Health, Community Development or other area of relevance.
- Experience working with Aboriginal & Torres Strait Islander Peoples and understanding of their cultures.
- Strong experience in managing and leading a team.
- Extensive experience in project management, including project design with strong experience in leading the design and implementation of monitoring, evaluation, reporting and learning strategies.
- High-level representation, strategic advocacy, stakeholder management at senior levels of government, multi-lateral agencies and other partners.
- Strong network of relationships and areas of influences across the Aboriginal and Torres Strait Islander health or related sectors.
- Exposure to eye health Programs
- Resource mobilisation expertise and track record of securing significant funding for local programs.
- Experience with working across a diverse range of cultures/minority groups.
- Experience in working within a global operating environment.

How we recognise your contribution

Through our internal programs and employee benefits we aim to create an environment where you will feel supported and empowered. Whether your focus is on continuous learning, professional development or finding an environment which enables you to thrive while balancing family or personal commitments, we have a range of programs in place to support you. Including:

- Generous salary packaging - we provide access to not-for-profit salary packaging options, which will increase your take home pay, we also offer 17.5% annual leave loading.
- Flexible work environment – we focus on output, not hours and enable you to prioritise your health and wellbeing.
- Generous leave allowances – we offer Paid parental leave; 5 days bonus leave every year; an annual Foundation-wide “Me Day”; and time off for culturally significant/ceremonial leave
- Ongoing commitment to your continuous learning and career development – through tailored leadership and professional development programs, access to LinkedIn Learning and focused development conversations.

[To find out more about our benefits click here](#)

APPLICATIONS

Please apply directly via the "Apply" Button. Should you have any questions regarding the opportunity please reach out to our Global Talent Acquisition Lead, Hanna Hadaya, at

hhadaya@hollows.org for a confidential conversation. Kindly note that CVs received via this email address will not be considered.

Applications Close: Friday the 29th of September 2023

Please apply as soon as possible, as we will be contacting successful candidates prior to the advert closing.

Please note we can only consider applicants based in NSW, QLD, ACT, VIC and NT.

Applicants for this role must be of Aboriginal and/or Torres Strait Islander descent, identify as being Aboriginal and/or Torres Strait Islander, and be accepted in the community.

The filling of this position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 57 of the Anti-Discrimination Act 1996 (NT). The position is therefore only open to Aboriginal and/or Torres Strait Islander applicants.

The Fred Hollows Foundation is committed to protecting the rights of children and community partners in all areas where we work. Applicants are advised that The Foundation reserves the right to conduct police checks and other screening procedures to ensure we maintain and promote a child safe environment.

Please note: We will not be accepting CV's via agencies for this role.