

**JOB TYPE:** Full Time

**LOCATION:** Work from home – Sydney or Brisbane preferred but not essential. Travel required.

**SUPERVISOR/MANAGER:** CEO/Deputy CEO

**SALARY:** Competitive not-for-profit rate commensurate with experience. NFP salary packaging benefits are also available.

**MAIN DUTIES/RESPONSIBILITIES:**

You will be a part of the National Association for Prevention of Child Abuse and Neglect (NAPCAN) Executive and work closely with staff across NAPCAN, and external stakeholders, to sustain and enhance NAPCAN's Respectful Relationship Education (RRE) programs.

The core responsibilities will include overseeing the national Love Bites Program, including the ongoing development of staff skills, relevant materials and content, as well as data and feedback collation to continue to build a strong evidence base for the program. This role will also be responsible for the oversight and expansion of the Love Bites Junior and Safer Communities for Children programs.

**Critical deliverables include:**

1. Lead and manage a team of NAPCAN staff, including casual trainers, to implement NAPCAN Respectful Relationships Education programs nationally.
2. Coordinate and contribute to the ongoing development and refinement of program content and resources in line with emerging evidence, ensuring cultural safety and relevance to participants and target communities.
3. Work closely with external experts in RRE and related fields to maintain evidence-led program design, materials and implementation strategies.
4. Manage the financial viability of NAPCAN's RRE programs and fee-for-service.
5. Build and expand NAPCAN's fee-for-service footprint.
6. Ensure the effective implementation of RRE programs including liaison with schools, target communities and other stakeholders.
7. Work with the evaluation team to establish and maintain quality assurance processes for data collection and data management.

8. Analyse and interpret NAPCAN evaluation data and emerging evidence for conference presentations, papers and articles, as appropriate.
9. Deliver training in Love Bites and other NAPCAN programs.
10. Work effectively and collaboratively with internal stakeholders across other key projects, working groups and committees as required.
11. Provide high level advice to the CEO and Board on strategic planning, business and funding opportunities, risk management and continuous quality improvement.

## **SKILLS & EXPERIENCE**

### **Qualifications and Experience:**

- Postgraduate qualifications in social work, education, social policy, gender studies or related field; or equivalent work experience.
- Substantial knowledge and practical experience in the effective planning, coordination and delivery of RRE and or prevention programs.
- Demonstrated skills in writing, developing and facilitating training in educational programs designed for children and young people.
- Well developed ability to interpret data and contribute to evaluation processes.
- Capacity to represent NAPCAN's RRE work at forums / discussions / conferences.
- Strong relationship management experience and effective negotiation skills.
- Demonstrated experience in cultivating strong working relationships with a diverse range of people to create a positive, inclusive and productive workplace.
- Ability to communicate clearly and concisely about programs or activities to external stakeholders, including prospective partners, community stakeholders, and the media.

### **Desirable:**

- Outstanding track record of effective strategic leadership
- Substantial experience in managing a diverse team
- Demonstrated financial management capabilities

## **PERFORMANCE GOALS 2023:**

### **Specific**

- Manage the effective delivery of NAPCAN RRE programs nationally

- Recruit to expand the RRE casual training team
- Work with the Evaluation Lead to align evaluation tools and approach with the overarching evaluation framework, including tools and approaches
- Develop staff capacity in evaluation processes for RRE programs, based on NAPCAN's overarching evaluation framework
- Write reports, articles and acquittals as required
- Provide timely advice on strategic opportunities and potential risks

**General**

- Contribute to Executive and Staff Meetings in a constructive and professional manner.
- Provide quality advice to the CEO and Deputy CEO in a timely and professional manner.
- Deal with stakeholders and other employees professionally at all times.
- Complete administration tasks on time, including timesheets.