# Position Description

Position: Village Backbone Manager

Project: A Village for Every Child

Reports to: Chief Executive Officer

Hours: 0.8 FTE

Period: 2023-24

Salary: Level 7.3 of the Social, Community, Home Care and Disability Services Industry Award

**A Village for Every Child**

Belconnen - A Village for EVERY Child believe by improving collaboration and committing to community engagement we will ensure that all children in Belconnen are physically healthy, socially and emotionally strong and ready to engage fully in learning and life.

A Village for Every Child wants to bring the Belconnen community together around the issue of improving education and life outcomes for children. We are using the collective impact approach so that key stakeholders in the community can work collaboratively to achieve change in this complex social problem.

The Connected Beginnings Program within the broader A Village for Every Child initiative has a specific focus on addressing the needs of Aboriginal and Torres Strait Islander children and their families by determining unique and community-owned goals and strategies to connect families to support services and improve the ability of children to achieve a positive transition to school.

**The Organisation**

UnitingCare Kippax is a local, for purpose, community organisation that seeks to foster wellbeing, inclusion and empowerment. We work with a wide range of people regardless of age, race, gender, sexual preference, ability, faith or religious affiliation. UnitingCare Kippax strive to ensure people have robust human, social, economic, spiritual and cultural capital in an equitable community.

UnitingCare Kippax is the auspicing body for A Village for Every Child and Connected Beginnings. UnitingCare Kippax has partnered with Yerrabi Yurwang Child & Family Aboriginal Corporation (Yerrabi) to deliver the Connected Beginnings component.

**The Role**

The Village Backbone Manager will be an imaginative and passionate leader who can grow and lead the Leadership Group and Backbone Team to ensure the Strategic Direction of Village is achieved over time. The Village Backbone Manager will work to influence system change and guide stakeholders to invest in the collective impact model.

**Functions**

The functions **of the role are:**

* Act under the mission, vision and values of UCK providing adaptive leadership, modeling guiding values at all times and fostering a culture that reflects them.
* Deliver, evaluate and report on the A Village for Every Child initiative.
* Lead and manage the Backbone team. Performing Human Resources functions including recruitment, specification of policies and procedures, staff and volunteer performance and development, proactive work health safety management, and building and maintaining a positive and professional workplace culture.
* Manage the collaborative partnership with Yerrabi to deliver Connected Beginnings and develop the framework for the transitioning of the Connected Beginnings Deed to Yerrabi.
* Manage the relationships with the funders. Including adhering to the contractual obligations of the deeds.
* Manage financial and budgetary operations. Including identifying potential funding sources to support A Village for Every Child goals and priorities.
* Elevate A Village for Every Child’s profile in the community, within the sector and at government and political levels.
* Identify and recruit additional cross-sector stakeholders to participate in the A Village for Every Child work.
* Relationship management with A Village for Every Child partners and other stakeholders.
* Develop and implement operational policies and procedures.
* Oversee the development and implementation of a Measurement Evaluation and Learning (MEL) process that will track common outcomes and indicators across the Village initiative and use results to inform learning and continuous improvement.
* Identifying improvements in data-driven decision-making and ensuring that data is collected, integrated, and communicated effectively across the Initiative.
* Coordinating with other projects and coalitions in the same field to maintain a full understanding of the current landscape of local and regional activities, and integrating their work into the Leadership Group and Working Groups.
* Ensuring effective risk management in all facets of A Village for Every Child and UCK.
* Complying with all relevant policies and legislation, including the Equal Opportunity Act, Work Health Safety Act, Workers Compensation Act, Child Protection legislation, Cultural policies and the ACT Safe Church Guidelines for Reportable Conduct.
* Providing clear and effective internal communication.

## **Other Responsibilities**

As directed by CEO.

# Selection Criteria

1. Willingness to work within the ethos of UnitingCare Kippax.
2. Mature, grounded, self-motivated personality.
3. Highly developed management and implementation skills including the capacity to work with a diverse stakeholder portfolio.
4. Highly developed capacity to lead a team.
5. Demonstrated understanding of system of change and change management.
6. Demonstrated understanding of Aboriginal and Torres Strait Islander issues, knowledge and culture, and proven experience and ability to apply this in practice, including supporting and influencing other services in culturally responsive and safe practices.

# Qualifications and Experience

* Relevant qualifications or experience
* Cultural Awareness Training
* Demonstrated experience in understanding and applying theories in population health, community development and social change
* Demonstrated experience in Project Management
* Demonstrated experience in stakeholder engagement
* Ability to relate to people from a range of cultural and language backgrounds
* Highly developed critical thinking, problem solving, attention to details and leadership skills
* Be an active listener and effective communicator, both written and spoken
* Current C class driver’s license, certification to work with vulnerable people (WWVP Card) and a national police clearance.