



E. W. TIPPING FOUNDATION

Independence. Choice. Community for all.



Position Description

Position Title

Program Development Manager – Metropolitan (Maternity leave role – up to 12 months, fulltime)

Key Responsibilities

The Program Development Manager is – in the context of fast-paced and rapidly growing Organisation's – responsible for the development of new program support services and partnerships within Metropolitan Melbourne, covering North, South & East parts.

The role will be responsible for targeting support packages, specifically in: -

- Targeting medium to higher end support packages, specifically in the 20+ hours and 24/7 complex and high needs bracket, covering support to older Victorians, people with a disability, justice programs, children and youth, and families. In each new financial year a new program services objective of approximately net \$2,400,000 with an average gross contribution margin of 25%, applies, unless otherwise advised.

The Program Development Manager will facilitate the development of and maintenance of network relationships, working closely with the Support Service Managers (EWTF & VISTA) and the Chief Operating Officer (EWTF Network) to achieve required service support outcomes. A willingness to combine a strategic focus with hands-on role is essential.

Typical activities will include: -

- maintaining and developing relationships with existing customers via meetings, telephone calls and emails;
- visiting potential customers (State and Commonwealth Government Departments, Private Individuals, Local Councils, Other Community Support Service Organisations, and the like) to prospect for new service activity;
- acting as a contact between the Organisation and its existing and potential markets;

- tendering for and negotiating the terms of an agreement(s) and closing new support activity;
- gathering market and customer information;
- representing the Organisation at trade exhibitions, and events;
- negotiating variations in price, and support service delivery ;
- assessing the needs of people and preparing in conjunction with operations care plans detailing these needs and abilities, including risk assessments and other issues, such as housing, medication and benefits;
- advocating on behalf of people with learning disabilities and encouraging self-advocacy;
- completing management plans and reports;
- assisting with tests, evaluations and observations;
- maintaining awareness of and participation in local community committees and other like opportunities.

Key Selection Criteria

The Program Development Manager will have a solid five years' experience in a related role, and will have some form of tertiary disability related qualification. A willingness to continually expand the focus of the role as new entities join the EWTF Network is essential. The successful applicant will thoroughly enjoy the challenge of strategic issues, at the same time as being able to pay attention to the detail required in developing and enhancing relationships and drawing new support programs into an operational setting.

The role will ideally suit a person who is looking for a position where a wide range of skills is required and where there is an opportunity to develop further skills in program development support, marketing, and partnership alliance practices. This position has a large "people" component, with frequent interactions with a variety of people from diverse backgrounds.

Level of supervision

Responsible to the Chief Operating Officer (EWTF Network).

Liaison with stakeholders

Within the Network Alliance the Program Development Manager will be the key liaison person with external stakeholders, including the people we support and their families, other Community Organisations, the Department of Human Services, TAC and other like funding Organisations.

Remuneration

We view this senior position as vital, with considerable opportunity for expansion and development. We are willing to be flexible in remunerating the best person for the position.

Total package value will depend on personal circumstances, however by strategically using the tax-effective salary packaging opportunities available to charities; the total package value will be equivalent to a six-figure corporate salary. Tax-effective salary-sacrifice arrangements such as entertainment allowances and additional super are also options. A mobile phone and laptop computer is provided for full personal and professional use.

In addition we have a strong commitment to professional development, and there would certainly be scope for additional learning and development opportunities. There is also scope for performance bonuses, and other additional benefits.

Location

This position will be based in offices of the E.W Tipping Foundation at 10326 Dandenong Road, Carnegie.

How to apply

Applicants should include an application letter, a summary of relevant personal and professional experience, and a statement responding to the Key Selection Criteria. Total length of applications should be no more than 4 pages. We **strongly encourage** applicants to respond to the Key Selection Criteria. For enquiries regarding the role, please contact Mark Kanigowski, Chief Operating Officer on (03) 9564 1000.

Applications close **Tuesday 9 March 2010**.

Application process:

- Emailed applications to recruitment@tipping.org.au - preferred format is MS Word. Please list the role you are applying for in the header;
- Mailed applications marked "Confidential" to Jantine Edelbuttel, HR Manager, E.W.Tipping Foundation, 1036 Dandenong Road, Carnegie, VIC, 3163;

Appointment to this position will be subject to a criminal records check.