

POSITION DESCRIPTION

Job title: Shine Program Manager
Team: Operations
Hours: Part time or *Full time*
Term: Fixed term for 6 months, with the possibility of extending
Location: Geraldton and Perth; (*Travel may be required at times to attend meetings and establish relationships with School Administrations in other locations across WA.*)

Position Summary

The Project Officer oversees the expansion of SHINE’s program in a manner which is sustainable for the long term success of the SHINE program and students.

The position is a key role in the Operations team at SHINE Inspire Achieve Belong Inc, and is responsible for overseeing the ongoing development of SHINE and expansion across Western Australia, with an emphasis on sourcing sustainable funding, Sponsor management, school liaison, and administration for SHINE facilities.

Key Relationships

This position reports to the SHINE Board and works closely with the Founder and Lead Facilitator. It has no direct reports.

Licences, Qualifications, Clearances, Skills and Experience

	Essential	Desirable
Licences and Qualifications	<ul style="list-style-type: none"> ✓ WA ‘C’ Class Driver’s License 	<ul style="list-style-type: none"> ✓
Clearances	<ul style="list-style-type: none"> ✓ Working with Children Check ✓ National Police Clearance 	
Skills	<ul style="list-style-type: none"> ✓ Well developed interpersonal skills. ✓ Demonstrated ability to work with all levels of government and members of the community. ✓ Strong communication skills. ✓ Strong computer skills. ✓ Well developed written language skills. ✓ Broad knowledge of management issues: budgeting, recruiting and human resources, OHS, fleet vehicles, taxation etc. 	<ul style="list-style-type: none"> ✓ Familiar with Microsoft Sharepoint 365 ✓ Understanding of government funding programs.

	<ul style="list-style-type: none"> ✓ Complete integrity when dealing with confidential information. 	
Experience	<ul style="list-style-type: none"> ✓ Previous experience in the education sector (eg as an employee, school board member, education service provider etc) or other relevant experience to youth programs. ✓ Fundraising experience or sponsor management 	<ul style="list-style-type: none"> ✓ NFP Board Experience either as a director or support role ✓ Graduate AICD or tertiary Business qualifications or relevant experience ✓ Previous experience in project management

Responsibilities and Duties

Responsibilities	Duties
<i>Development of SHINE expansion</i>	<ul style="list-style-type: none"> ✓ Source sustainable funding for each SHINE location, and maintain relationships with all sponsors ✓ As primary point of contact for each new school, liaise with school administration to negotiate an MoU, including school contribution to the program (financial and in-kind support) ✓ Create and manage a detailed project plan, schedule and budget for each school facility expansion with a full understanding of SHINE's growth strategy ✓ Provide regular reports to the Board on all expansion progress. ✓ Find sustainable sources of staffing through School, Community and Corporate partnerships
<i>Administrative Procedures and Reporting</i>	<ul style="list-style-type: none"> ✓ Adhere at all times to SHINE's financial and administrative procedures. ✓ Ensure that all reports to the SHINE Board, are timely and accurate. ✓ Collect and submit data required and where appropriate, liaise with schools to obtain this data ✓ As required, contribute material for annual reports, newsletters, website and marketing. ✓ Manage administrative email communications with the SHINE operations team, supporters, school staff, builders and relevant enquiries.
<i>Liaison with Schools</i>	<ul style="list-style-type: none"> ✓ Monitor communication between the schools, SHINE facilities and the operations team to ensure all mutual obligations and expectations are being met.

	<ul style="list-style-type: none"> ✓ Communicate regularly with schools' administration regarding SHINE expansion, concerns, timelines and costs. ✓ Be aware of the schools' policies and procedures and adhere to them at all times ✓ Meet with schools' administration to discuss expansion opportunities and plans when necessary
Public and Community	<ul style="list-style-type: none"> ✓ Represent SHINE within the local community in positive and professional manner Communicate with local organisations and facilitate opportunities for SHINE
Marketing and Partnerships	<ul style="list-style-type: none"> ✓ Assist with the development of marketing materials, and deliver presentations to prospective schools and sponsors ✓ Ensure reporting materials including photos are obtained of school expansion progress, including build and fit out and ongoing operations
Other	<ul style="list-style-type: none"> ✓ At all times, act in a manner which furthers the mission and vision and reputation of SHINE. ✓ All other duties as directed by the SHINE Board

I, _____, have read and understand that the statements above are a description of the functions assigned to my position of Projects Officer.

Employee Signature: _____ Date: _____

PLEASE KEEP A COPY OF THIS POSITION DESCRIPTION FOR YOUR RECORDS