



Program Manager – SHINE Inspire Achieve Belong Inc

About Us

SHINE is a complementary school program that educates and empowers young women. SHINE works with young women who are at risk of disengaging from the education system and society, negatively impacting their employment and life opportunities into the future.

Students work in a purpose-built hairdressing salon one day a week where they gain vocational skills in customer service, business operation, hairdressing, and beauty therapy. Students also participate in life skills workshops to make better-informed decisions about their own physical, mental and sexual health and wellbeing.

SHINE students must maintain high levels of school attendance and positive classroom behaviour in all their school studies if they are to participate in the program.

About the Role:

The Program Manager 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 of SHINE facilities.

What You'll Do:

- Provide end-to-end project management
- Scope project requirements and prepare budget
- Develop a detailed project plan and monitor progress
- Collaborate with schools, the SHINE board and external providers
- Deliver projects on time ensuring quality standards are met
- Develop detailed documentation for the SHINE Board
- Communicate with the team and drive progress on delegated tasks
- Highlight potential risks and act proactively to resolve issues
- Seek opportunities for improvement and suggest new projects



About You

SHINE is built with incredibly passionate and dedicated people. If you have a strong work ethic, are motivated and passionate about being a part of something big, please apply. We love working with people who have a broad knowledge of their field and who want to use their skills to better the lives of others.

What You'll Need to Succeed:

- Proven work experience in project management
- Strong experience with project finance & governance
- Hands on experience with project delivery
- Understanding of SHINE's mission and goals
- Excellent organisation and time management skills
- Strong communication and team management skills
- Solid experience with budgeting, recruiting and human resources

Any queries and a copy of the full job description please email Natasha.lay@shinetoday.com.au.

We're also social! - connect with us through Facebook, Instagram or via www.shinetoday.com.au

Sound like your next opportunity? Apply now to Natasha.lay@shinetoday.com.au