

## POSITION DESCRIPTION

<b>Job title:</b>	Shine Program Manager
<b>Team:</b>	<i>Operations</i>
<b>Hours:</b>	Part time or <i>Full time</i>
<b>Term:</b>	Fixed term for 6 months, with the possibility of extending
<b>Location:</b>	<i>Geraldton (travel may be required at times to attend meetings and establish relationships with School Administrators in other locations across WA.)</i>

### Position Summary

The Project Manager oversees the operation 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, with an emphasis on sourcing sustainable funding, sponsor management, school liaison, and administration of SHINE facilities.

### Key Relationships

This position reports to the SHINE Board. The Administration Officer reports to the Program Manager.

### Licences, Qualifications, Clearances, Skills and Experience

	Essential	Desirable
<b>Licences and Qualifications</b>	<ul style="list-style-type: none"> <li>✓ WA 'C' Class Driver's Licence</li> </ul>	
<b>Clearances</b>	<ul style="list-style-type: none"> <li>✓ Working with Children Check</li> <li>✓ National Police Clearance</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>✓ Well developed interpersonal skills.</li> <li>✓ Ability to work with all levels of government and members of the community.</li> <li>✓ Strong communication skills, including well developed written language skills.</li> <li>✓ Strong computer skills.</li> <li>✓ Broad knowledge of management issues: budgeting, recruiting and human resources, OHS, taxation etc</li> <li>✓ Complete integrity when dealing with confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Familiar with Microsoft Sharepoint 365</li> <li>✓ Understanding of government funding programs.</li> </ul>

<b>Experience</b>	<ul style="list-style-type: none"> <li>✓ Previous experience in the education sector (eg as an employee, school board member, education service provider etc) or other relevant experience with youth programs.</li> <li>✓ Fundraising experience or sponsor management</li> </ul>	<ul style="list-style-type: none"> <li>✓ NFP Board Experience either as a director or support role</li> <li>✓ Graduate AICD or tertiary Business qualifications or relevant experience</li> <li>✓ Previous experience in project management</li> <li>✓ Experience with Aboriginal and Indigenous communities and organisations</li> </ul>
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### Responsibilities and Duties

<b>Responsibilities</b>	<b>Duties</b>
<b><i>Administrative Procedures and Reporting</i></b>	<ul style="list-style-type: none"> <li>✓ Adhere at all times to SHINE's financial and administrative procedures.</li> <li>✓ Ensure that all reports to the SHINE Board are timely and accurate.</li> <li>✓ Collect and submit data required and where appropriate, liaise with schools and the Department of Education to obtain this data.</li> <li>✓ Compile annual report and newsletters and maintain website.</li> <li>✓ Manage administrative email communications with the SHINE operations team, supporters, school staff and relevant enquiries.</li> </ul>
<b><i>Liaison with Schools</i></b>	<ul style="list-style-type: none"> <li>✓ Monitor communication between schools, SHINE facilities and the operations team to ensure all mutual obligations and expectations are being met.</li> <li>✓ Communicate regularly with schools' administration regarding SHINE matters, concerns, timelines and costs.</li> <li>✓ Be aware of the schools' policies and procedures and adhere to them at all times</li> <li>✓ Progress leads with new schools to discuss expansion opportunities.</li> </ul>
<b><i>Public and Community</i></b>	<ul style="list-style-type: none"> <li>✓ Represent SHINE within the local community in a positive and professional manner. Liaise with local organisations and facilitate opportunities for SHINE</li> </ul>
<b><i>Marketing and Partnerships</i></b>	<ul style="list-style-type: none"> <li>✓ Assist with the development of marketing materials, and deliver presentations to prospective schools and sponsors</li> <li>✓ Negotiate new and renewed sponsorship contracts, and ensure compliance to obligations within contracts.</li> </ul>



<b>Other</b>	<ul style="list-style-type: none"><li>✓ At all times, act in a manner which furthers the mission, vision and reputation of SHINE.</li><li>✓ All other duties as directed by the SHINE Board</li></ul>
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I, \_\_\_\_\_, have read and understand that the statements above are a description of the functions assigned to my position of Program Manager.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE KEEP A COPY OF THIS POSITION DESCRIPTION FOR YOUR RECORDS