



Program Manager – SHINE Inspire Achieve Belong Inc

About Us

SHINE is a complementary school program that educates and empowers young women. Based in Geraldton, SHINE works with girls in Years 8, 9 and 10 who are at risk of disengaging from the education system and society.

Students attend a purpose-built, in-school 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 operation of the SHINE program with a primary goal of ensuring the sustainability of the program so that it can support as many at-risk students as possible.

The position is a key role in the Operations team at SHINE, and is responsible for overseeing the ongoing development of SHINE, with an emphasis on sourcing sustainable funding, sponsor management, school liaison, program improvement and reporting.

What You'll Do:

- ✓ Collaborate with key stakeholders including schools, employees, sponsors, the SHINE board and external program partners
- ✓ Manage the collection and reporting of key performance data, such as student attendance



inspire . achieve . belong

- ✓ Provide timely and accurate reports to the board, and prepare the annual report
- ✓ Prepare and manage the annual budget
- ✓ Improve SHINE's processes and documentation
- ✓ Pursue opportunities to promote SHINE via traditional marketing materials, our website and social media
- ✓ Highlight potential risks and act proactively to resolve issues
- ✓ Seek opportunities for expansion to other schools and alternative delivery models

About You

SHINE is built with incredibly passionate and dedicated people. If you have a strong work ethic, are motivated, self-directed and passionate about providing opportunities for girls, 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:

- ✓ Understanding and alignment with SHINE's mission and goals
- ✓ Strong communication skills
- ✓ Excellent organisation and time management skills
- ✓ Broad management skills including budgeting, recruiting, human resources, OHS and reporting
- ✓ Strong focus on stakeholder engagement, with previous education sector, youth program or NFP experience highly regarded

A copy of the full job description is available at www.shinetoday.com.au/about/shine-job-vacancies/.

For further enquiries, or to apply, please email Miriam Stanborough at chair@shinetoday.com.au.

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