

<b>Position Title:</b>	Program Manager	<b>Position Type</b>	Full Time
<b>Location:</b>	Jilya Offices. (Flexible if interstate)	<b>Line Management to:</b>	Chief Operating Officer
<b>Benefits:</b>	\$96,000 per annum, plus superannuation and salary sacrifice options	<b>Effective Date:</b>	TBA

### This position

The Westerman Jilya Institute for Indigenous Mental Health (Jilya) is a recently incorporated Aboriginal Community Controlled Organisation, registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*. Jilya is developing the next generation of Indigenous psychologists to provide our best opportunity of addressing the escalating rates of indigenous child suicides, which are now the highest in the world.

Dr Westerman launched the Dr Tracy Westerman Indigenous Psychology Scholarship Program in October 2018 by donating \$50,000 to address the significant gap between the needs of Indigenous communities and access to clinical and culturally skilled psychologists. The scholarship provides eligible psychology students with \$10,000 to help with study, living and transport costs, affording vital financial assistance at any stage of their undergraduate or postgraduate degree. The scholarship preferences those who have remote and rural connections and/or who wish to work in remote and rural locations upon graduation.

The Program Manager will oversee all aspects of the Dr Tracy Westerman Indigenous Psychology Scholarship Program, reporting to the Chief Operating Officer and working in collaboration with Dr Westerman and the Jilya Board of Directors. A key aspect of this role focuses on developing relationships with funding bodies, donors, universities and academics, as well as maintaining a nurturing, supportive environment for the scholarship students. This role may also be required to manage other projects as/if they eventuate.

### Key Responsibilities

#### Strategic:

- Work alongside the Chief Operating Officer to design and/or refine the format, scope, scale and processes of the Scholarship Program

#### Reporting:

- Prepare reports on the scholarship program status/updates/outcomes for Jilya's Chief Operating Officer as part of regular Board reporting.
- Maintain records of media coverage and collate analytics and metrics.

#### Funding:

- Assist in identifying and securing funding support
- Develop relationships within philanthropic and grants sectors

#### Operations:

- Oversee the Scholarship applications process and prepare recommendations for the Jilya Board
- Setup and maintain a Scholarship Student database
- Develop a Jilya Alumni Program
- Oversee Scholarship Contract renewals each semester
- Ensure student results and enrolments are checked before new payment schedules are approved

- Implementation and management of a student portal on the Jilya Website
- Review and revise Application for Scholarship, where/when relevant
- Liaise with students to ensure that Jilya scholarship requirements have been provided
- Assist with annual student conference
- Assist with determining opportunities for student placements in honours, masters and PhDs
- Assist with identifying research and/or employment opportunities for students
- Undertake ethics pre-approvals for IPS related research opportunities for students
- Assist with student zoom meetings and schedule meetings with Dr Westerman as appropriate
- Manage honours and masters research opportunities

Relationship management:

- Build and maintain relationships with scholarship recipients
- Liaise with long term student donors where required
- Work with the Jilya COO to develop relationships with Australian universities, including heads of Schools of Psychology and Centres for Aboriginal Studies
- Develop a pool of academics 'on call' for students to access for support in key topics
- Assist with interview/application prep for student's university/work placement

Occupational Safety and Health - Safety and quality systems:

Staff have a 'duty of care' responsibility for safety and health at the workplace. Under Section 20 of the *Occupational Safety and Health Act 1984*, your 'duty of care' means that you must:

- work safely to ensure your own safety and health;
- make sure your actions do not cause injury or harm to others;
- follow instructions on safety and health and abide by Police and procedure and ask for assistance if you do not understand the information;
- report any hazards, injuries or ill health to your line supervisor; and
- Cooperate when you are required to do something for safety and health at the workplace

Other:

- Other duties as reasonably requested by the Chief Operating Officer
- Demonstrate a commitment to your own continued Professional Development
- Efficient use and maintenance of Jilya's materials and equipment
- Respond to, action and record any complaints and report any problems and suggestions for improvement

**Selection Criteria:**

<b>1</b>	Relevant experience in a Co-ordinator/Manager or fundraising role
<b>2</b>	Demonstrated strong communication skills (interpersonal, written, verbal and non-verbal) and demonstrated ability to communicate effectively with Aboriginal and Torres Strait Island people.
<b>3</b>	Demonstrated ability to successfully handle multiple complex tasks and to analyze data, resolve problems, and make sound independent decisions
<b>4</b>	Aboriginal and/or Torres Strait Island candidates are strongly encouraged to apply
<b>5</b>	Experience and skill in working in a university environment
<b>6</b>	Demonstrated experience in fundraising and relationship development
<b>7</b>	High level strategic thinking and planning across the areas of fundraising, organisational operations, and growth
<b>8</b>	Values and attributes that align with the vision and goals of the organisation

**Essential Eligibility Requirements:**

The occupant of this position will require the following prior to appointment.

- Current C or A class driver's license
- Working with Children's Check
- National Police Clearance
- Be able to travel as required
- Be available to work outside standard business hours as required