



## Manager of Programs

<b>Title</b>	Manager of Programs
<b>Weekly hours</b>	Fulltime or Part time (32 hours per week) – immediate start required
<b>Employment type</b>	Fixed term contract to 30 <sup>th</sup> December 2021 – with possible extension
<b>Location</b>	Woolloomooloo NSW
<b>Reporting line</b>	CEO
<b>Direct reports</b>	Staff of various programs

### About BEING – Mental Health Consumers Inc.

**BEING - Mental Health Consumers Inc.** is the independent, NSW peak organisation speaking with and for people with lived/living experience of mental health issues and emotional distress. Our primary focus is to ensure the voices of people with mental health issues are heard by decision makers, service providers, and the community, and leads and influences systemic change in services and systems.

**BEING - Mental Health Consumers Inc.** is committed to human rights principles of diversity, inclusion, and equity and believes that recovery is possible for all people who live with mental health issues and emotional distress.

With a long standing history of 26 years of operation, **BEING - Mental Health Consumers Inc.** is expanding and growing a service provision portfolio, to support people dealing with the day-to-day impacts of mental health issues in their daily living, as well as support the expansion and growth of the lived experience workforce

Our current programs include:

- BEING Supported – Mental Health Peer Support Line
- BEING Leadership Academy
- BEING Suicide Prevention
- BEING Lived Experience Network
- BEING Peer Workforce Network

### About the role

Reporting to the CEO, the Head of Programs is central to the achievement of BEING – Mental Health Consumers' Vision and strategic direction of the organisation by leading innovative programs which support people living with mental health issues.



The role has primary responsibility for managing and strategically growing and developing the core programs of BEING – Mental Health Consumers, whilst seeking innovative and new opportunities to develop programs and partnerships which meet the needs of people living with mental health issues.

The role is best suited to a person who thinks strategically, has exceptional leadership, relationship development and influencing skills, and who is passionate about breaking down barriers such as stigma and discrimination for the community we serve.

The person will have an innovative mindset, resourcefulness, with a strong interest in people development, leadership, organisational cultural transformation and learning and development.

## **Duties and Responsibilities**

- Lead the development and implementation of programs in line with the strategic direction, Vision and Values of BEING – Mental Health Consumers
- Oversee program teams, ensuring they are aware of the strategic direction of the organization and their obligations to BEING – Mental Health Consumers in line with policies and procedures.
- Ensure the day-to-day operations of programs are operational in line with funding agreements, including staffing, budgets, and funding agreement and organizational compliance
- Recruit, induct and supervise staff and volunteers, ensuring staff are involved in training, supervision and organisational and operational planning days
- Lead, coach, mentor and develop team members to enable staff to achieve optimum productivity
- Develop and manage ongoing relationships with key stakeholders
- Engage in co-design activities with people living with mental health issues as required.
- In consultation with the CEO, seek out funding opportunities and prepare grant applications in line with organisational and community needs.
- Maintain and manage reporting requirements to both the CEO and the funding body in line with funding KPI's.
- Lead and influence evaluation and continuous improvement mechanisms.
- Undertake other operational and leadership duties as required.



## Essential Criteria

1. Tertiary qualifications in relevant discipline such as human services, community development and management, and welfare.
2. Thorough understanding of the principles and values of Recovery Oriented and Trauma Informed practices.
3. Previous experience in leading and managing a team in the NFP or CMO sectors, including ensuring that staff understand the organizational strategies and vision.
4. Program management experience including planning, delivery, evaluation and reporting accountabilities.
5. Experience working with budgets and financials in line with funding agreements.
6. Understanding of working within the context of co-design processes.
7. Previous experience of working with funding bodies, and meeting KPI reporting and compliance.
8. Demonstrated experience of working with people with disability in a similar position, and an understanding of the needs of people living with mental health issues.
9. Knowledge and understanding of the state and federal mental health landscape.
10. Highly developed written, verbal and interpersonal communication skills.
11. Demonstrated problem-solving and conflict resolution skills.

## Desirable Criteria

1. Personal experience of mental health issues and the ability to draw upon own personal recovery journey to inform your work.

## How to Apply

**Applications close at 5pm on 18<sup>th</sup> November 2020. Immediate start preferred.**

To apply for this position, please include a cover letter specifically addressing the Essential and Desirable Criteria, and email with your current resume to [jobs@being.org.au](mailto:jobs@being.org.au)

**Applications who do not address the Essential Criteria will not be considered for the position.**

Please note that you must have the right to live and work in Australia to be eligible for this position.

For further information about our organisation please visit [www.being.org.au](http://www.being.org.au)

BEING – Mental Health Consumers Inc. is an Equal Employment Opportunity employer. This means we apply affirmative action strategies to the employment of people with personal lived/living experience of mental health issues.