



Position Description:

Manager, Education and Careers – The Huddle

About the Huddle

Established in 2010, The Huddle is a joint initiative of the North Melbourne Football Club, the Scanlon Foundation and the Australian Multicultural Foundation with the aim to engage, support and empower young people to build on their strengths, increase their ability to participate in society and contribute to more socially inclusive communities.

Since inception, The Huddle programs have engaged more than 60,000 young people from the areas of North Melbourne, Flemington, Kensington and West Melbourne. More recently, The Huddle's programs have grown to support youth in some of Australia's fastest growing and culturally diverse communities including Wyndham. The Huddle is now extending its reach and impact to support more young people across Tasmania.

The Huddle will engage, support and empower young people to **Learn, Grow and Belong** in their community through a range of initiatives with a focus on sport and recreation, education and careers, digital skill and civic participation.

The Huddle's work has been recognised as innovative and best practice, evidenced by numerous awards, including (but not limited to):

- 2012 Victorian Premier's Award for Community Harmony;
- 2013 National Migration and Settlement Awards for Leadership;
- 2014 Victorian Community Sport and Recreation Minister's Award; and
- 2016 Melbourne Award for contribution to multiculturalism.

More information about The Huddle can be found at www.nmfc.com.au/thehuddle, or on our Facebook ([huddlenmfc](https://www.facebook.com/huddlenmfc)), Instagram ([@huddlenmfc](https://www.instagram.com/huddlenmfc)) or Twitter pages ([@huddlenmfc](https://twitter.com/huddlenmfc)).

Overview

The Manager, Education and Careers is a senior leadership position with responsibility for strengthening education and employment outcomes for young people from culturally diverse and/or low socio-economic backgrounds.

This role provides strong leadership to 10 staff, plus a casual workforce and approximately 200 volunteers delivering a mix of programs designed to engage, support and empower young people to build on their strengths, increase their ability to participate in society and contribute to more socially inclusive communities.

Responsibilities and Duties

- A senior leader who contributes to leadership development, management and culture of The Huddle. Contributes to regional annual work plans with regular monitoring and reporting against Key Performance Indicators.
- Oversees the design, implementation and evaluation of education and employment programs that supports pathways for young people from culturally diverse and/or low socio-economic communities.
- Works closely with the Business Development Manager to identify suitable partners and/or grants to support The Huddle's education and careers programs.
- Maintains annual budgets, including accountability for program expenses and resource allocation.
- Leads the development of clear and concise outcome and evaluation reports in response to annual work plans and key performance indicators with funding partners to highlight the breadth and depth of activities being undertaken at local and regional levels.
- Establishes and maintains partnerships and extensive networks with the education and careers sectors at state, regional and local levels including local businesses to support effective program delivery, growth in participation and advocacy of marginalised and at-risk youth.
- Provides management and strategic support to the Head of Volunteers to recruit, train and educate and retain a pool of skilled and dedicated volunteers to support young people and the growth of our model.
- Responsible for overseeing the development and maintenance of detailed program briefs with clear deliverables against timelines, budget, risk mitigation strategies and stakeholder matrix.
- Responsible for maintaining systems and bookings established to support program operations and data management.
- Regularly exchanges knowledge and information with other staff to strengthen the reach, impacts and benefits of The Huddle.
- Regularly identifies facts/figures, stories and case studies to support high quality and timely communications. Works closely with the Communications Coordinator, to maintain a calendar of communications and events/activities for each region.
- Facilitate education and/or career planning workshops, tutorials, forums or presentations with students, parents, cultural leaders, teachers and business leaders.

- Maintains a safe, inclusive and welcoming 'learning environment' for all participants taking into account diverse mix of cultural and religious requirements.
- Assists and contributes to preparation of submissions to promote The Huddle's work through conferences, symposiums and awards ceremonies.

Skills and Attributes

The Manager, Education and Careers will possess the following skills and attributes:

- Qualifications and extensive senior leadership experience in education, career planning or social work is essential. Experience as an Assistant Principal or leading teacher at secondary or tertiary level is highly regarded.
- Demonstrated understanding of the issues facing children, young people, parents, women and families from culturally diverse communities across North Melbourne and Wyndham regions.
- Experience in designing and implementing innovative approaches to support outcomes for children, young people, parents, women and families from culturally diverse backgrounds, in particular those that are disengaged from education and/or employment.
- Experience in managing large scale programs with tight timeframes. Excellent operational and project management skills is essential. Experience in research and evaluation is highly regarded.
- Knowledge of current trends and issues in education and career pathways.
- Experience in communicating with people who may have limited proficiency in English. Excellent communication skills (oral and written) is essential.
- Ability to influence and gain support and assistance of Principals/teachers, parents, cultural leaders, other community agencies and business leaders.
- Strong analytical and problem-solving skills.
- Proven ability to influence and negotiate positive outcomes.
- Flexibility, with the ability to adapt to different situations and groups of people.
- Team worker, with a 'can do' mentality.

Key Performance Indicators

- Number of participants engaged in programs, including children, young people, parents and families.
- Number of schools that engage with programs on a regular basis.
- Number of local businesses that support career planning programs.
- Strength of local networks with a focus on community engagement and support for at risk children, young people and their families.
- Quality of activities and programs undertaken.
- Recognition of the community support and inclusion programs and The Huddle amongst culturally diverse communities across regions.
- Quality and timeliness of reports prepared for stakeholders.
- Positive feedback from staff and key stakeholders.

Requirements

- To undergo a selection process including interviews, reference checks and a Working with Children Check. Any placement or position is subject to satisfactory checks.
- A current driver's licence.
- Ability to follow the policies and procedures of The Huddle.
- To participate in regular meetings for support, training and review.
- Be over the age of 18.

Location

The position is based at The Huddle in North Melbourne reporting to the General Manager, Community Engagement. The successful candidate will be required to travel and balance their time equally across the North Melbourne and Wyndham regions.

How to Apply

Please submit your CV together with a covering letter outlining your suitability for this role to employment@nmfc.com.au.

Note that we are unable to reply to every application, only those applicants selected for an interview will be contacted.

Applications close at 5 pm on Monday, 8 October 2018.