

POSITION DESCRIPTION



JOB TITLE: Regional Manager, Northern NSW

REPORTING TO: General Manager, Service Delivery

DEPARTMENT: Service Delivery

LOCATION: Goonellabah

THE ROLE: The primary purpose of this role is to be responsible for ensuring the delivery, growth and development of quality community programs, whilst leading and developing teams of competent, efficient, engaged team members.

The Regional Manager is responsible for planning and managing all aspects of YWCA programs and services within the designated region, in accordance with agreed strategy and operational plan.

YWCA VISION: all women, young women and girls are safe and respected, with equal access to power, opportunity and resources.

YWCA PURPOSE: to be a strong, unified, national feminist organisation for women, young women and girls, working to achieve gender equality.

It is a requirement that the job holder fully complies with, promotes and lives

YWCA's Core Values:

FEMINISM

INCLUSION

EXCELLENCE

INNOVATION

INTEGRITY

KEY RESPONSIBILITIES

- Manage the development, implementation, evaluation and monitoring of regional activities and outputs to achieve established goals and objectives in line with YWCA and unit business plans
- Ensure that the region complies with executive directives, relevant legislation and regulations, codes of practice/ethics and organisational policies and procedures
- Manage, support, train and evaluate staff and volunteer workers
- Ensure the health, safety and welfare staff and volunteers through the provision instruction, supervision and training in line with the organisation's WHS policies and procedures

POSITION DESCRIPTION



- Regularly monitor and analyse data, identify risks and opportunities and provide recommendations to address issues in an appropriate and timely manner
- Develop program reports, timelines, budgets and analysis to ensure effective and efficient use of YWCA resources
- Actively contribute to the development and implementation of organisational policy, particularly within your area(s) of responsibility and accountability
- Identify and act on opportunities for improvement of existing programs/services and new opportunities for growth and funding
- Continually build and enhance partnerships with agencies and external service providers to ensure effective responses to community issues
- Actively participate in and contribute to an ongoing process of supervision, regional meetings, team meetings, general staff meetings, quality improvement and professional development strategies
- Manage all physical, financial and human resources of the unit, within delegation, in accordance with unit business plans and budgets
- Perform other duties to assist with the work of the unit as requested by the manager.

QUALIFICATIONS, EXPERIENCE AND ATTITUDE

- Strong skills in staff supervision, performance evaluation and human resource management
- Sound understanding of education, community development and health promotion programs and principles
- Experience in the preparation and monitoring of multiple project budgets
- An ability to think strategically and solve problems effectively
- Leadership experience and a demonstrated ability in conflict resolution
- Excellent project management skills and experience in financial, human resource, administration and program management
- Proven experience in building and maintaining relationships with relevant agencies and the community to achieve better outcomes for women, young women and girls
- Drivers License
- Ability to travel interstate as required

Desirable Criteria

- Relevant qualifications in Administration, Management, Public Health and/or Education.

POSITION DESCRIPTION



This position requires the incumbent to at all times comply with the organisation's Child Protection Policy. The incumbent must satisfactorily complete a National Criminal History Record Check and the associated Statutory Declaration prior to commencing this role.

EMPLOYEE AGREEMENT

Name

Date

Signature