**Program Manager**

**POSITION:** Program Manager

**HOURS:** Full-time 38 hours per week

**CLASSIFICATION:** MHACA EA Level 7 (Salary sacrifice available)

**LOCATION: Alice Springs**

**RESPONSIBLE TO: CEO**

**ENQUIRIES:** (08) 8950 4600

**UPDATED:** Dec 2016

### BACKGROUND INFORMATION

Established in 1992, MHACA is a leading Northern Territory community based, non-profit organisation. MHACA leads the way in psychosocial support services and educational programs aimed at enhancing the mental health and well-being of people living in Central Australia.

Through a diverse range of programs, we strive to make a difference in the lives of people with a mental illness by supporting participant-driven mental health recovery, and to assist communities and organisations to actively improve mental health well-being.

The Mental Health Promotion Unit encompasses MHACA’s training, education, suicide prevention and post bereavement support programs.

Suicide Story is a suicide prevention program developed specifically with and for remote Aboriginal communities of the Northern Territory. The program is grounded in the practices of ‘both-ways’ learning and uses cultural practices to guide participants through the process of understanding suicide and reducing stigma so that participants can effectively identify and respond to the risk signs in their communities.

**GENERAL RESPONSIBILITIES**

The Program Manager will work under the direction of the CEO to coordinate the efforts of team members and Advisory Group participation to ensure the efficient, effective and culturally safe implementation of the Suicide Story program. The position holder will play a key role in the management, delivery and evaluation of the program.

**KEY RESPONSIBILITIES**

1. **Program Management**
* Manage the delivery of Suicide Story in accordance with the agreements with funding bodies;
* Manage all Suicide Story program staff in accordance with the policies and procedures of MHACA;
* Manage program budgets,
* Monitor the implementation and evaluation of the program;
* Draft grant applications and funding reports for review and submission to funders;
* Develop new proposals and program initiatives, as needed, for Suicide Story sustainability and adherence to established strategic objectives;
* Establish programmatic safeguards that maintain the intellectual property and ensure the program’s integrity through growth and future development; and
	+ Engage with local and remote agencies interested or involved with Suicide Story to formalise partnerships and ensure program sustainability.
1. **Program Delivery**
* Ensure efficient, effective and culturally safe delivery of the Suicide Story program– including pre and post workshop visits;
* Provide secretariat role to the Suicide Story Aboriginal Advisory Group including logistics, communications and professional support as related to Suicide Story;
* Ensure that the program’s cultural integrity and delivery style is maintained throughout implementation; and
* Ensure that all deliverables and funding requirements are met.
1. **Evaluation**
* Ensure quality assurance in relation to Suicide Story - consistent delivery, clear processes, consistent content, and a team of skilled facilitator trainers; and
* Ensure the implementation and completion of a formal external evaluation of the Suicide Story program.

Perform all other tasks as required that would reasonably be consistent with classification and responsibilities.

***Essential***

* Qualifications and experience in community program development, grant writing and project management
* Skills in program management, implementation, monitoring and evaluation
* Community training experience along with the ability to prepare and deliver appropriate, clear and concise communications to a range of audiences
* An understanding of community development and how it applies to mental health promotion and suicide prevention
* Natural self-starter that works well under limited supervision with excellent organizational and time management skills
* An ability to develop, nurture and manage working relationships and deliver excellent services with both internal and external collaborators.
* Excellent knowledge and use of Microsoft Office (Word, Outlook, Excel, PowerPoint, and the Adobe Package)
* The capacity to work in a culturally diverse environment with mutual respect and attention to cultural safety and be sensitive around the issue of loss and grief and other suicide-related pain and/or mental health related issues.

***Desirable***

* Knowledge of course development and accreditation processes in the formal education sector
* Knowledge and understanding of the key issues of the National Mental Health Standards and the Life Framework for the prevention of suicide
* Experience in adult education and training in a cross cultural environment
* Experience with and/or awareness of the issues affecting the lives of indigenous people and an understanding of how those issues might impact on suicidality and mental health issues.

**MHACA REQUIREMENTS**

* Hold a current driver license
* Hold, or be eligible to apply for an Australian Federal Police Check

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

For further information please contact MHACA on (08) 8950 4600

Applications must address the Selection Criteria and include a resume and

contact details of three current referees. Please forward to:

Natalie Williams, Suicide Story Program Manager

Mental Health Association of Central Australia

PO Box 2326, ALICE SPRINGS, NT 0871