

## **Program Manager**

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|----------------|--------------------------------------------------------------------------------------|
| Reports to     | Jo Taylor (General Manager)                                                          |
| Direct Reports | None                                                                                 |
| Location       | Level 9, 154 Pacific Highway, St Leonards, NSW, 2065                                 |
| Website        | <a href="http://www.paulramsayfoundation.org.au">www.paulramsayfoundation.org.au</a> |

## **Business Overview**

The Paul Ramsay Foundation (PRF) is a private ancillary fund and has been created to embody the values and legacy of its late founder, Paul Ramsay AO. PRF is in a growth phase and is looking to significantly refine its strategies across both health and education. PRF will continue to evolve, with a commitment to building an organisation that is strategic in its thinking. It will be guided by the principles of being flexible, deliberate, practical, innovative and evidence based, to ensure the successful development and execution of its strategy.

PRF is committed to identifying the root causes of disadvantage and implementing strategic solutions to empower Australian communities. The organisation will look to forge long-term collaborative partnerships with peers and fund scalable projects to grow capacity and enable lasting systems change, across health and education, with a focus on disadvantage.

## **Job Summary**

The Program Manager will develop and manage one or more of the Foundation's grants, projects or programs. The role requires high-level grant management skills, strong collaboration and influencing skills, and an understanding of monitoring and evaluation. The Program Manager must have the ability to work seamlessly across strategic, substantive, and administrative aspects of the role. This role manages projects across portfolios with a specific focus on education projects in the early childhood, teaching quality and transitions focus areas.

The overarching responsibilities are as follows:

- To successfully manage program/ project activities through the complete life cycle from initiation, through due diligence to implementation and evaluation.
- To support the Executive Team on design, implementation and continuous improvement of the Foundation's giving strategy.
- To support our grant investments to compare actual performance with planned performance, analyse variations, assess trends to effect process improvements, evaluate possible alternatives, and recommend and support appropriate corrective action, if needed, to continuously improve projects/programs.
- To work closely with the General Managers to support the Foundation's projects.

## **Key Activities**

### **Implementation**

- Manage and support the implementation of grant, project or program strategies.
- High quality interactions and clear and consistent communications with grantees and partners in the field.
- Consult with grantees and other partners to maximise impact of projects and ensure grants are meeting strategy goals. This may include: site visits, providing operational guidance and convening meetings of key stakeholders.
- Seek direction and work closely with General Managers to ensure that implementation reflects best evidence and aligns with PRF strategy.
- Monitor budgets and performance of external contractors.
- Ensure the effective monitoring and evaluation of targeted outcomes.
- Represent the Foundation to key program-related external constituents, as appropriate, in meetings and on committees related to area of expertise and responsibilities of the position.
- Produce quality, evidence-informed and publication-ready documents and materials for grantees and partners on implementation.

### **Assessment**

- Develop and implement proposal submission timelines to meet Foundation deadlines.
- Work with potential partners to develop proposals, projects or programs aligned with the Foundation's strategy and values, including: program/project definition, project scheduling, budgeting and forecasting, resource planning, risk and issue management, and change management.
- Manage grants through proposal application processes by planning, coordinating, and tracking communications, document submissions, proposal review, and legal compliance timelines.
- Synthesise information from grantees to explain complex proposals in everyday terms.
- Ensure organisations meet reporting requirements and deadlines.
- Participate in meetings and calls, and answer questions throughout the entire assessment process for potential grantees and partners.
- Review and analyse documents submitted by partners, and prepare written recommendations about grants/investments for consideration by the Foundation's board of directors.
- Work with executive team to ensure legal compliance regarding proposals and reports.
- Review expression of interest forms (EOIs) and grant proposals and provide clear, concise and insightful written analyses and recommendations for pursuing partnerships and funding.
- Manage and track applications and projects via grants management software.
- Prepare board reports.

### **Administration**

- Provide calendaring and scheduling support for General Managers, including assistance setting up one-on-one and group meetings.

- Provide travel planning support for program activities, site visits, conferences and meetings.
- Organise team-wide meetings, such as retreats, and team-based opportunities for learning and holistically integrating work across a spectrum of activities.
- Coordinate and organise seminars and technical meetings, including off-sites, webinars, or videoconferences.
- Research and provide background information for meetings and presentations; compile reference materials as needed; prepare agendas and take minutes as appropriate.
- Draft and develop routine business correspondence on behalf of the General Managers; respond on their behalf to requests for information and commitment of time.
- Prepare and submit expense reports.
- Prepare and submit consultant invoices and reimbursements.
- Understand and apply internal policies and systems.

#### Communications

- Compile and circulate relevant reports and datasets to both internal and external stakeholders.
- Compose blog posts, press releases and external communications in relation to grants and foundation related announcements.

#### Research

- Research and scope out new focus areas and write reports in relation to findings.
- Proactively research and assemble relevant information for reports and meetings.
- Research and analyse themes, trends, methodology or investment opportunities within the sector.
- Collect and collate data for reports or as part of the due diligence process.

#### Project Management

- Manage the logistics and scheduling for specific projects.
- Organise meetings, travel or site visits in relation to a project.

#### Administration

- Assemble board papers and board reports for Foundation meetings.
- Work with the General Managers to support all Board meetings, including logistics, proofreading and updating spreadsheets and correspondence lists.
- Assist with general administrative tasks when required.

## **Personal Requirements**

To effectively perform this position, the person will require the following:

### **Experience**

- Exceptional project management experience.
- At least four years of professional experience, including at least two years of successful experience in the social change sector or working across systems change.
- Experience of implementing complex collaborative multi stakeholder projects with demonstrable outcomes.
- Experience in self-managed, task-driven initiatives with the ability to balance the demands related to multiple projects and for multiple deadlines simultaneously.
- Experience with and knowledge of evidence-based practice concepts.
- Knowledge and understanding of impact evaluation, and /or implementation science will be highly regarded.

### **Skills**

- Strong critical and strategic thinking; ability to identify new promising opportunities.
- Comfortable with meeting new people, initiating relationships and building trust.
- Excellent verbal and written communication skills, able to effectively synthesise information to reach diverse audiences and build consensus.
- Complex problem solving and demonstrated systems thinker.
- Strong collaboration, communication and influencing skills, including with senior executives and leaders.
- Ability to build strong relationships cross functionally and establish common and shared goals for collective success.
- Proficient with computer software such as CRMs, Microsoft Outlook, Word, PowerPoint and Excel, social media platforms.
- Experience in web-based document management tools and practices.

### **Behavioural Skills**

- A team player with a flexible and collaborative approach.
- Ability to be effective working independently to get the job done.
- A 'roll up the sleeves' attitude with a commitment to results.
- Displays integrity and respects privacy.
- Demonstrated intellectual curiosity, creativity and preference for diverse professional challenges.
- Comfortable managing conflict.

This is a fulltime role, based in St Leonards, with regular interstate travel.