



## Ladder National Office

### Position Description – Victorian State Manager

**(Salary range \$85,000 to \$95,000, including superannuation)**

February 2017

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#### Introduction

Ladder provides development services to young people experiencing or at risk of homelessness. Ladder delivers these services in both structured accommodation settings to help young people transition to independence and through early intervention programs aimed at preventing homelessness. The philosophy underpinning Ladder's mission is to work with young people using innovative approaches that demonstrate real and lasting changes, with the values of sport at its core.

#### The Role

The Victorian State Manager position is based at Ladder's National Office in Collingwood, Victoria. The State Manager leads Ladder programs and operations across Victoria. It is responsible for ensuring quality Ladder services are provided and reported on, that staff are effectively developed and supported, and that key service delivery relationships and partnerships are maintained. This position will manage five development coaches (4.5 EFT). This position will report to the General Manager Programs. A key aspect of the role is to inform the development and expansion of Ladder activities across Victoria. The current Victorian sites include;

- Ladder Collingwood
- Ladder Geelong
- Holmesglen Education First Foyer (Launch Housing)
- Broadmeadows Education First Foyer (Launch Housing)
- Sidney Myer Haven Bendigo (Haven Home Safe)
- Foyer Warrnambool (Brophy Child & Family Services)

#### Key responsibilities and duties - Management

- Leadership of staff, demonstrating the behaviours sought in others, and ensuring they are consistent with our expectations of young people.
- Ensure local Ladder operations are consistent with the Ladder Service Model and integrated effectively with partners.
- Chair and direct state meetings and management with local Ladder staff.
- Oversee the implementation of new local projects.

- Identify and manage identified risks relating to operational services
- Monitor state operational budget for Ladder programs and services

#### **Key responsibilities and duties -Staff Support & Development**

- Build the capability and capacity of Development Coaches to deliver high quality program work
- Complete an Annual Appraisal with each staff member, which includes a work and professional development plan
- Complete an Annual Site or Program Plan with each operational area in Victoria
- Work with GM Programs and other State Managers to monitor and further develop a workforce development strategy for Ladder

#### **Key responsibilities and duties -Strategy and Planning**

- Review and monitor Victorian program performance against the strategic plan
- Provide expert advice on current local sector developments and opportunities to GM Programs
- Assist in the implementation of strategic initiatives at a local level
- Develop implementation plans for new Ladder programs locally in collaboration with other partners

#### **Key responsibilities and duties - Partnerships**

- Participate at local area partnership meetings with, or as a proxy for GM Manager when required
- Represent Ladder at local area forums, presentations and conferences
- Develop and maintain positive working relationships with senior sector stakeholders, including Government and other funding bodies, service providers and partner organisations
- Support and participate in the development of new partnerships
- Publish, promote and present Ladder's work

#### **Key responsibilities and duties - Reporting and Evaluation**

- Maintain oversight of Ladder database collection in Victoria
- Report on all Ladder state programs and services in Victoria
- Identify and report on identified operational risks
- Oversee research and evaluation activities to improve knowledge and practice
- Ensure Ladder meets its quality improvement obligations

### **Key Selection Criteria**

- Management experience, particularly in a youth setting in as sport, social justice, health, mental health, homelessness, health promotion or community development
- Stakeholder experience in building community partnerships and connections across both metropolitan and regional Victoria
- High level experience in the development of large scale and innovative programs across multiple sites
- Excellent organisational, presentation and communication skills (both oral and written)
- Knowledge and experience working with culturally and socially diverse communities (CALD, Aboriginal and Torres Strait Island, LGBTI)
- Strong leadership capabilities and experience working to facilitate workforce development
- Demonstrated problem solving and analytical skills to assess effectiveness of overall strategy and program outcomes

### **Personal Requirements:**

- Display and adhere to behaviours consistent with Ladder's Values (Committed, Innovative and Passionate)
- Must be honest, personable, of good character and a team player
- Demonstrated ability to give and receive feedback.
- Capacity to build strong relationships with all stakeholders

Successful candidate will be required to have a current Victorian driver's licence, Working with Children Check and Police Check.

For further information, please contact Sarah Bourke, GM Programs on 03 9416 0064

Applications close 5 pm Wednesday February 22<sup>nd</sup>

Applications, including a response the Key Selection Criteria are to emailed to [sarah.bourke@ladder.org.au](mailto:sarah.bourke@ladder.org.au)

\*Please note that Ladder has Public Benevolent Institution (PBI) status, therefore staff are eligible able to access a number of tax exemptions, including salary packaging.