



Team Leader - Creating Futures Justice Program

Position Description Fixed Term until June 30th 2020

Position Title:	Team Leader
Responsible For:	<p>Leadership, management, support and coordination of all aspects of the Creating Futures Justice Programs in accordance with the values, vision, purpose and policies of Weave Youth and Community Services and funding guidelines.</p> <p>Currently the Creating Futures Justice Program consists of:</p> <ol style="list-style-type: none">1. Post release support for 18-30 year olds residing in the City of Sydney LGA who are transitioning from custody to the community and advocacy and diversionary support for those at court facing potential custodial sentences. Priority is given to Aboriginal people.2. Cultural support and connection for Aboriginal young people who are under supervision orders with the Sydney Juvenile Justice office.
Reports to:	Currently Partnerships and Marketing Manager Clinical Supervision provided externally
Location:	The position is currently based at the Weave Head Office in Waterloo Oval but you may be required to work at other sites during the course of your employment.

Employment Details and Remuneration (standard)

Employer:	Weave Youth & Community Services Inc.
Hours of work:	4 days per week
Status:	Fixed Term Part time until June 30th, 2020.
Grade:	Social Community Home Care and Disability Services Award (SCHCADS) SACS Stream Level 6 Paypoint 1-3 depending on qualifications and experience.
Salary:	Hourly rate \$45.23 - \$47.21 per hour
Benefits:	Hourly rate calculated based on 35 hour week and generous salary packaging is available.

Position Context:

Weave is committed to working to reduce the over representation of Aboriginal people involved with the Criminal Justice System. We know that without intensive, holistic, culturally safe support in a timely manner, people will often re-offend and re-enter the criminal justice system, perpetuating a cycle of recidivism and further disconnection from family, community and culture. We also know that connection to culture and identity is a strong protective factor.

SUMMARY OF POSITION:

The Team Leader plays a key role in the success of Weave's programs and overall purpose. This position is responsible for providing leadership and program management support to the Creating Futures Program and its team members. Key responsibilities include internal and external reporting, budget monitoring, program planning and evaluation as well as training, development, management and supervision for direct reports. You will also be working closely with the CEO and Partnerships and Marketing Manager to prepare funding applications and tenders.

This position will also play a key advocate role and regularly engage in external activities with community and key organisations to promote Creating Futures and Weave's purpose. This role is for someone who has a desire to work in a fast-paced, dynamic environment where they can make a real difference.

For information about Weave please visit our website: www.weave.org.au

Key Duties:

Program Management -

- Develop annual budgets with Partnerships and Marketing Manager
- Monitor and report on program budget and any other compliance requirements to the funding bodies
- Work closely with program staff to support the team to develop project plans that match funding body requirements – provide insight and expertise as required
- Complete monthly reports on program outcomes both internally and externally
- Work closely with CEO and Partnerships and Marketing Manager to prepare submissions and tenders for existing and new programs
- Manage relevant referrals and allocate within the team
- Step in to provide interim case work and project support when direct reports are on leave
- Oversee the team's compliance with data collection, client records and case notes, brokerage procedures and expenses records
- Complete reports as required by funding bodies, lead the completion of the Creating Futures external program evaluation and prepare other planning, reporting and compliance documentation as required by Weave, program funding bodies and stakeholders
- Implement, manage and monitor Creating Futures team strategic planning activities in line with Weave's current Strategic Plan
- Assist with Weave's continuous quality improvement work to maintain accreditation under ASES standards
- Participate fully as a member of the Weave leadership team including active participation in strategic and operational planning and reporting and representing Weave externally at community, Government, corporate and industry levels

Managing and developing direct reports -

- Recruit, train and provide supervision and management to direct reports, including managing poor performance and developing staff where necessary
- Drive collaboration and creativity amongst staff to enable program success
- Ensure all staff are aware of and abide by their obligations under Weave Youth and Community Services policies, procedures and code of conduct
- Lead strategic planning initiatives and team meetings
- Identify training and development needs for the team
- Conduct annual performance reviews for staff and foster the professional development and training of team members
- Recruit, supervise and support students and volunteers as required

- Oversee the team's compliance with individual Work Plans, the collection of Client Satisfaction surveys, other outcome measures and program evaluation data

Internal and external advocacy -

- Participate in and advocate for Weave and the Creating Futures program in external working groups, forums, workshops, conferences and partnerships
- Develop strong networks and relationships with key external stakeholders including Corrective Services staff, magistrates and judges, police, community organisations and local community networks relevant to the program
- Actively contribute to Weave internal meetings including Team Leader meetings
- Regularly connect with and provide peer supervision to other Team Leaders
- Work closely with Weave's Partnership and Marketing Manager to develop and deliver ongoing promotion of the program to key stakeholders and provide content for digital platforms
- Work closely with the Weave Partnerships and Marketing Manager to develop and deliver ongoing communications plans, raise profile of the program and provide content for digital platforms
- Develop and nurture strategic partnerships to strengthen the impact of the program
- Develop and document MOU's with key partners to ensure mutual understanding of shared responsibilities
- Prioritise connection to culture, family and community for participants through facilitating involvement in existing programs and through creating opportunities and events that foster cultural connection.
- You may be required to perform other duties as directed from time to time to suit organisational requirements and which are broadly consistent with your role

SELECTION CRITERIA

Skills and attributes -

- Excellent written and verbal communication skills
- Highly developed time management and organisational skills
- Demonstrated interpersonal and relationship building skills
- Team player with strong focus on developing people
- Proficiency in budget forecasting and monitoring
- Ability to work in a flexible and adaptable manner under stress

Essential criteria -

- Tertiary qualifications in the Community Services Sector
- Minimum 2 years demonstrated strong experience of successfully leading, managing and supporting a team and ability to create and maintain team cohesion, staff development and productivity
- Demonstrated experience of successfully managing programs, including planning, implementation, evaluation, reporting, accountability, compliance, budgeting and systems and processes improvement
- Strong understanding of and experience working with the criminal justice system
- Excellent skills in navigating complex community dynamics
- Understanding of trauma informed, strengths based and person-centred practices
- Understanding of issues impacting, and unique strengths of Aboriginal communities, families, young people and children, particularly in the inner Sydney area
- Demonstrated strong track record of cultural understanding and awareness and working in culturally safe ways
- Strong commitment to social justice
- Common sense and an excellent sense of humour
- Current NSW Working With Children Check
- NSW Class C drivers licence
- Willingness to use own vehicle for work purposes from time to time (mileage available)

Desirable criteria -

- Knowledge of community and service networks in the Sydney area

*****Aboriginal and Torres Strait Islander people are strongly encouraged to apply*****

WEAVES VALUES - *What is true and important to us*

- **Integrity and authenticity** - We work ethically at all times and are genuine and transparent in our practice
- **Respect** – We value and respect our service users, community members, partners and co-workers and treat people as unique and valued individuals
- **Good practice** – Our work is informed by relevant and current practice models; we listen to our clients and community feedback about what works, and we review and evaluate constantly
- **Optimism and a sense of humour** – We believe that with the right support, people are empowered to change their lives; we value appropriate light heartedness and fun and try not to take ourselves too seriously

- **Fairness and Justice** – We challenge injustice at every level and work with others towards a more just society
- **Sustainability** – Sustainable practice underpins our work on an individual, community and global level