



POSITION DESCRIPTION

Creating Futures Justice Program Manager

*****This is an identified Aboriginal position under Section 14(d) of the NSW Anti Discrimination Act 1977***

Position title	Creating Futures Justice Program Manager
Reports to	Programs Lead
Responsible for	Leadership, management, support and coordination of all aspects of the Creating Futures Justice Program in accordance with the values, vision, purpose and policies of Weave Youth & Community Services and in line with Weave's Aboriginal Healing Framework and relevant funding guidelines.
Location	The position is currently based on Gadigal Land at Weave Head Office, Waterloo but you may be required to work at other Weave sites based on Gadigal and Bidjigal Land during the course of your employment.
Hours	Full time (5 days/35 hours per week)
Status	Permanent. All positions at Weave are dependant on continued funding and are subject to a 6 month probation period
Award	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
Classification	SCHADS Award SACS Division Level 6 Paypoint 1-3 depending on qualifications and experience.
Remuneration	<p>Weave hourly rates are above SCHADS Award rates.</p> <p>The current Weave hourly rate range for Level 6 Paypoint 1-3 is \$53.28 - \$55.64 (\$96,970 - \$101,265 annual gross wage).</p> <ul style="list-style-type: none"> • Plus Superannuation @ 10.5% (increasing to 11% in July 2023) • Plus Annual Leave Loading of 17.5% • Total package range: \$108,456.77 - \$113,261.00.

Benefits	<ul style="list-style-type: none"> • Generous salary sacrifice • Above Award hourly rates based on a 35 hour week • Bonus paid leave days over Christmas and New Year • Supportive Aboriginal and/or Torres Strait Islander staff team that meets regularly • Access to external cultural supervision • Aboriginal Healing Framework that informs and guides practice across all aspects of the organisation including staff support, training and development • Commitment to whole of Weave culture camps and On Country days
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About [Weave Youth & Community Services](#)

Located in Inner Sydney (on unceded Gadigal and Bidjigal Land), Weave Youth & Community Services is a place-based community organisation that has been delivering a range of community programs and services developed with and for the community for over 45 years. Weave's purpose is to empower people to change their lives, and healing is at the centre of our work.

Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. We strive to be a high quality, effective community led organisation that celebrates and reflects the full diversity and richness of the community we serve and we seek to embed Aboriginal cultural awareness and knowledge throughout the organisation.

Weave is committed to walking alongside Aboriginal and/or Torres Strait Islander people in their ongoing fight for justice and self-determination, and all our work across the organisation is guided by our [Aboriginal Healing Framework](#), developed by our Aboriginal staff group and endorsed by the Weave Board, leadership and management teams.

Our [Board](#) is exceptional, with strong Aboriginal and/or Torres Strait Islander representation and a Community and Culture Committee that considers, advises and guides the organisation on important issues relevant to culture and community.

Position Context

Weave's Creating Futures Justice Program supports Aboriginal people aged 10 – 30 (living in, or with a strong connection to, the City of Sydney LGA) who are in contact with the criminal justice system to transition from custody to community and live contributing, fulfilling lives. This change is brought about through a strengths based, client led, trauma informed, culturally safe, wrap around case management model delivered within an [Aboriginal Healing Framework](#).

Creating Futures also provides intensive support for young people on bail, on community orders or through court diversion. It provides court support and advocacy, and holistic, wraparound casework support tailored to the needs and goals of each client. 91% of Creating Futures clients are Aboriginal and/or Torres Strait Islander people. Creating Futures also provides wrap around case management support for some participants of the Walama List at the District Court.

Creating Futures may also support additional programs in the future that are aligned with the priority focus of reducing Aboriginal people's involvement in the criminal justice system.

SUMMARY OF THE POSITION

This position is responsible for providing leadership and program management support for the Creating Futures Program and team. Key responsibilities include supervising and supporting caseworkers, internal and external reporting, budget monitoring, program development, planning and evaluation as well as training, development, management and supervision for direct reports. You will be supported by the Programs Lead and will work closely with the Fundraising and Volunteer Manager, CEO and Head of Brand and Strategy to prepare funding applications and tenders to sustain the core program and for expansion of the program to meet community need. Community engagement, partnerships and networking are a key part of this role.

This position also plays a key advocacy 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.

KEY RESPONSIBILITIES

Program Management

- With support from the Programs Lead, manage all aspects of the Creating Futures Justice Program
- Support the team to develop project plans that match funding body requirements and provide insight, guidance and expertise as required
- Develop an annual budget in conjunction with the Programs Lead and Accounts Manager and ensure compliance with the financial management of the Program.
- Establish new initiatives and values aligned partnerships to establish programs that are responsive to community need
- Complete reports on program outcomes and impact both internally and externally
- Work with the Fundraising and Volunteering Manager to identify funding opportunities and prepare funding applications when necessary to support sustainability of the program
- Manage relevant referrals in line with program criteria, and allocate within the team

- Step in to provide interim case work support for clients when direct reports are on leave
- Oversee the team's compliance with data collection, client records and case notes, brokerage procedures and expenses records
- Lead Creating Futures external program evaluations and prepare other planning, reporting and compliance documentation as required by Weave, funding bodies and stakeholders
- Ensure the program is working in line with Weave's Aboriginal Healing Framework
- Implement, manage and monitor Creating Futures team strategic planning activities in line with Weave's current Strategic Plan and Operational Plan
- When required, assist with Weave's continuous quality improvement work to maintain accreditation under ASES standards
- Participate fully as a member of the Weave team including active participation in Program Manager meetings, Aboriginal staff group gatherings, strategic and operational planning and reporting, and representing Weave externally at community, Government, corporate and industry levels where appropriate

Managing and developing direct reports

- Recruit, train and provide supervision and line management support to direct reports
- Ensure caseworkers are linked with an appropriate clinical and/or cultural supervisor and are attending regular external supervision
- Drive collaboration across the team and across Weave sites and programs
- Encourage creativity and community engagement amongst staff to enable client and program success
- Ensure all staff are aware of and abide by their obligations under Weave Youth & Community Services policies, procedures, Aboriginal Healing Framework, casework practice framework (How We Do What We Do), Code of Conduct and any other relevant practice frameworks
- Lead team meetings and team planning initiatives
- Identify training and development needs for the team
- Engage in regular performance related conversations with staff to ensure continuous growth and development and identify areas for training and improvement
- Supervise and support students on placement and volunteers as required
- Oversee the team's compliance with individual Work Plans, the collection of Client data, 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 and internal working groups, committees, forums, workshops, conferences and partnerships
- Develop strong networks and relationships with key external stakeholders including Corrective Services staff, magistrates, judges, court staff, police,

community organisations, Local Aboriginal Land Councils, Community Alliances and other local community networks relevant to the program

- Actively contribute to Weave internal meetings including Program Manager meetings, Aboriginal staff group meetings, whole of Weave staff meetings, On Country days and camps
- Work closely with the Weave Head of Brand and Strategy and Brand Manager to develop and deliver ongoing communications plans, raise the 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 agreements/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

GENERAL RESPONSIBILITIES OF ALL WEAVE STAFF

- Work as part of the wider Weave team displaying effective team membership and upholding the Weave values at all times
- Participate in Weave staff meetings, retreats, planning days, camps, training and performance appraisals as required
- Perform all duties in accordance with the Weave Code of Conduct and Weave policies and procedures
- Maintain a commitment to EEO policy and WHS safety standards, ethical practice principles and a commitment to the principles of cultural diversity.
- Take responsibility to ensure Weave is a warm, inviting and hospitable environment for everyone to enjoy; treat people like you would if they were guests in your home
- Notice when things are untidy and proactively clean up as needed
- Make sure all visitors to the centre are welcomed and looked after including offering cups of tea, coffee, water etc. and that they get the assistance they came for, or at least information and referral if Weave cannot assist directly
- Hospitality is a shared responsibility of the whole of the Weave team and is included in the Position Descriptions of all staff
- Support and maintain a healthy, inclusive, positive Weave culture and embody the Weave values
- Expectations of workers roles can change according to the needs of the community and available resources

SKILLS AND ATTRIBUTES FOR THE ROLE

- Excellent written and verbal communication skills
- Highly developed time management and organisational skills
- Demonstrated interpersonal and relationship building skills
- Strong connection to culture and identity

- Team player with strong focus on developing people
- Ability to work in a flexible and adaptable manner under stress

ESSENTIAL SELECTION CRITERIA

1. Identify and be accepted by the Aboriginal Community as an Aboriginal and/or Torres Strait Islander person (as currently defined in the NSW Aboriginal Land Rights Act 1983)
2. Understanding of issues impacting, and unique strengths of, Aboriginal communities and a strong commitment to social justice and self determination
3. Experience of leading, managing, supporting and developing a cohesive and productive team
4. Strong understanding of and experience working in the criminal justice system space
5. Strong cultural connection and commitment to strengths based, trauma-informed practices
6. Excellent skills in understanding and navigating complex community dynamics
7. Common sense and an excellent sense of humour
8. NSW Working with Children Clearance
9. NSW Police Check (If we interview you and shortlist you for the role, we will require you to complete a criminal record check. Having a criminal record does not necessarily exclude you from applying for the role.
10. Driver's Licence