

POSITION DESCRIPTION  
**Programs Lead | Weave Youth & Community Services**

<b>Position title</b>	Programs Lead
<b>Reports to</b>	CEO
<b>Location</b>	The position is located across Weave sites including Weave Waterloo and Weave Women & Children's Centre (both in Waterloo) and Weave Woolloomooloo (all on Gadigal Land) and Weave Kool Kids Program on Bidjigal Land in Malabar
<b>Hours</b>	Full time (5 days per week/35 hours per week or 9 day fortnight 63 hours per fortnight)
<b>Status</b>	Permanent: All positions at Weave are dependant on continued funding and are subject to a 6 month probation period
<b>Award</b>	Social Community Home Care and Disability Services Industry Award 2010 (SCHADS)
<b>Remuneration</b>	SCHADS SACS Level 8 Paypoint 1-3 depending on qualifications and experience. Weave pays above the SCHADS Award hourly rate. Weave hourly rate range for Level 8: \$68.60 - \$71.30 Plus Superannuation @ 11.5% (increasing to 12% on 1 July 2025) Plus Annual Leave Loading of 17.5%
<b>Benefits</b>	Generous salary sacrifice Above Award hourly rates based on a 35 hour week Bonus paid leave days over Christmas and New Year

## About Weave Youth & Community Services

[Weave Youth & Community Services](#) is a place-based community organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 49 years.

Weave's purpose is to empower people to change their lives, and healing and connection 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. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination. Our work at every level is guided by our [Aboriginal Healing Framework](#).

## About the Position

There is one Programs Lead role and a Senior Programs Lead role, that together fulfil the Programs Lead function at Weave.

As part of the Leadership Team, the Programs Lead manages, supports, supervises, uplifts and develops Program Managers across Weave sites, and in collaboration with the Senior Programs Lead, Community & Culture Lead and Service Improvement Manager, provides oversight, support and guidance for program operations and service delivery across Weave.

Programs Lead High Level Responsibilities:

- Provide day-to-day line management, supervision, support, guidance, and growth and development opportunities for Weave Program Managers. Management style at Weave is collaborative and relational.
- Ensure systems and processes are in place to support high quality service delivery for clients and communities.
- Lead and nurture a harmonious, supportive and progressive culture where the vision, purpose and values of Weave are always upheld.
- Assist in growing the organisation's capacity to provide quality, responsive services through contributing to community consultation, funding applications/tenders, reports, evaluation, strategic planning, staff training and development and development and implementation of organisational policies, and procedures, systems and services.
- Provide collaborative program development support and guidance, and assist in establishing, designing and rolling out innovative and effective community led programs and services to meet community needs.

## Key Responsibilities

### Leadership:

- Inform the Weave Leadership Team about key information across your programs.
- Contribute to the development and implementation of Weave's Strategic and Operational Plans and advance the purpose, vision, and values of Weave.
- Provide day-to-day support, line management, supervision, guidance, and growth and development opportunities for Weave Program Managers. Management style at Weave is collaborative and relational.
- With the Service Improvement Manager, Senior Programs Lead, and Community & Culture Lead, provide planning, development, review and evaluation support and guidance to Program Managers for their programs and projects.
- With the Weave Leadership Team, contribute to the funding, development and implementation of high quality new programs and projects and expansion and improvement of existing programs in line with community needs and Weave's vision, purpose, values and strategic plan.

- Support Program Managers to prepare abstracts and presentations about Weave's work for conferences, seminars etc as needed.

### **People and Culture:**

- Nurture, maintain and advance the Weave workplace culture, ethos and values.
- Support Program Managers and staff with complex clinical cases where appropriate.
- Contribute to team building days, staff meetings, wrap up parties etc.
- Foster connection, communication, collaboration and sharing of expertise, practice knowledge and resources across Weave teams/programs and sites.
- Participate in HR functions in relation to Programs you lead in conjunction with the Human Resource Manager, including but not limited to recruitment, induction, injury management, performance management and review, disciplinary procedures and grievance resolution.
- With the Community & Culture Lead, take an active role in ensuring the implementation of the Aboriginal Healing Framework Policy and all key Weave frameworks and policies across Weave programs and sites.

### **Compliance and Reporting:**

- Contribute to the development and review of operational policies, procedures and systems for continuous quality improvement and to achieve Weave's strategic goals and objectives.
- With the Senior Programs Lead, prepare bi-monthly Programs Lead reports and contribute to briefing documents as required from time to time for the Weave Board. Support your Program Managers to prepare presentations to the Board from time to time.
- As needed, assist in the preparation of reports, funding applications, submissions to inquiries, tenders, service delivery models, program logics, policies and procedures on a range of issues relevant to the organisation's needs.
- Ensure all programs comply with funding body reporting requirements and KPIs.
- Ensure reports are completed on time and to a high standard, as required by funding bodies, assist in writing grant applications, pitches and tenders, participate in program evaluations and prepare other compliance and outcome reporting documentation as required by Weave and funding bodies.
- Ensure your programs comply with relevant data collection across client databases (Currently CDS, CIMS and DEX).
- Contribute via the Service Improvement Manager to the development of client case plan templates and client satisfaction surveys etc, and ensure these are being systematically implemented across your programs.
- In collaboration with the Communications & Impact Lead and fundraising team assist with collation of data and information from teams and programs for Weave Annual Reports, impact snapshots etc.

- In conjunction with Program Managers, ensure development, implementation and review of program operational plans across the service and ensure these are aligned with the strategic and operational plan.
- Act as the Weave Privacy Officer and oversee the collection, storage, use and disclosure of personal information in accordance with the law and Weave policy, including handling subpoenas and file requests.
- Act as the Whistleblower Governance Officer and encourage and implement standards and procedures for the reporting of conduct that is of legitimate concern, by providing a convenient and safe reporting mechanism and protection for workers who make serious disclosures.

### **Partnerships and Promotion:**

- Develop and maintain relationships with key community, government, peak bodies, funders, and stakeholders and connect Program Managers with these partners.
- Represent Weave at external meetings, working groups, events, taskforces and stakeholder meetings as required.
- Develop and maintain good working relationships with key stakeholders for your programs and Weave more broadly.
- Assist in raising Weave's profile and promoting the unique service offerings and impact of Weave to external stakeholders, community, government, corporates, philanthropists etc.
- Weave plays a key role in safeguarding civil rights and advocating for equality of opportunity for our clients and communities. Where appropriate, and in line with Weave's strategic priorities, lead and represent Weave as part advocacy campaigns around issues that impact Weave's service users and communities.

### **Staff Development and Training:**

- Support the Service Improvement Manager to coordinate and organise staff training and development opportunities.
- Work with the Leadership Team and Program Managers to identify staff succession opportunities for key roles and work with staff and managers to develop staff with a view to taking on more senior roles.
- Work with Program Managers to develop and monitor team and individual development plans that provide professional development opportunities and align with Weave's strategic and operational plans.
- With the Senior Programs Lead, facilitate regular Program Managers meetings, to build relationships, identify community trends, facilitate reflective practice and share learnings.
- Meet regularly with the Senior Programs Lead for information sharing, planning and reflective practice.
- 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.
- Additional general responsibilities and expectations of all Weave staff are outlined in the Weave Code of Conduct.

## **Selection Criteria**

1. A strong team player with demonstrated management experience, effective leadership and people skills in a fast-paced, responsive not for profit setting.
2. Demonstrated high level organisational and time management skills, attention to detail, and ability to manage competing priorities and deliver high quality outputs to tight deadlines.
3. Tertiary qualifications in human services and/or management eg. social work, community management or other related fields and or equivalent relevant experience.
4. Demonstrated excellent communication skills, both written and verbal, including experience writing advocacy letters, grant applications and reports.
5. Commitment to excellence in service delivery in the not for profit sector and ability to design, develop and grow highly effective community led programs.
6. Understanding of the issues impacting, and the unique strengths of Aboriginal communities, families, young people and children, particularly in the inner Sydney area.
7. Collaborative, relational management style and ability to support and guide staff and Program Managers with complex client issues and critical incident debriefing.
8. Demonstrated networking and collaboration skills and experience.
9. Demonstrated experience with managing change and implementing systems and processes.
10. Working with Children Check clearance.
11. National Police Check clearance.

## **Desirable**

- 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).