

Position:	Head of Programs
Reports to:	CEO
Direct reports:	3

ILF overview

Indigenous Literacy Foundation (ILF), a national not-for-profit charity focussed on improving literacy in very remote Aboriginal and Torres Strait Islander communities, was formed in 2011 from a need to empower and resource Indigenous communities to undertake their literacy development and journeys.

Our vision is equity of opportunity

We are a national book industry charity, which aims to reduce the disadvantage experienced by children in remote Indigenous communities across Australia.

Our Purpose

Our purpose is to lift literacy levels and instil a lifelong love of reading through our three-core literacy-based programs which are gifted free to communities. These include: Book Supply; Book Buzz; and Community Literacy Projects.

Our values

Value and respect for Aboriginal and Torres Strait Islander cultures; empowerment of and engagement with remote communities; development of best practice to deliver our programs; and evaluation of our programs.

About the role

Reports to: CEO

Works: Monday to Friday

The Head of Programs is responsible for...

- Leading the program team & in-community teams and resources to deliver the ILF's core programs of Book Supply, Book Buzz & CPP.
- Set the strategic direction of the ILF core literacy programs and delivery in partnership with the CEO & COO.
- Work in conjunction with the Marketing and Fundraising teams to deliver the best outcome for ILF.

Success of this role is measured by....

- Management, evaluation and recommendation of ILF's programs and reports
- Preparation and management of annual program plan and budget and subsequent delivery
- An engaged and productive programming team
- Building ILF's core cultural competence
- Managing the annual Ambassador Field Trip
- Initiate and manage strategic relationships and stakeholders

Role requirements include:

1. Core responsibilities

- 1.1. Oversee and manage the development of ILF's program and strategic direction ensuring that there is alignment with the Foundation's vision and strategic goals
- 1.2. Initiate, develop and manage key strategic relationships for current and future ILF programs
- 1.3. Develop a selection criteria matrix, assess & approve registrations for the programs against that criteria.
- 1.4. Develop a strategic language policy for ILF programs, in particular CLP
- 1.5. Manage the evaluation of ILF's core programs
- 1.6. Advocate and represent the Foundation at key events, such as and not limited to academic presentations, NAIDOC Week, fundraisers or media interviews
- 1.7. Train and manage Project Administrator
- 1.8. Manage the training and employment of community staff to support ILF programs
- 1.9. Build and develop ILF's Cultural Capabilities and Competence, inhouse and with different stakeholders.
- 1.10. Compile reports to the CEO & COO for presentation to the Board
- 1.11. Manage the annual Ambassador Field Trip

2. General

- 2.1. Any other duties as required by the Executive Director
- 2.2. Any other duties as required by the Business Manager

Key Relationships

External

- Community leaders & Elders
- Ambassadors
- Board
- Sponsors
- Other Community Organisations. (Tranby / Magabala)
- Suppliers

Internal

- All ILF teams

Selection criteria

Please note this role is identified for Aboriginal and/or Torres Strait Islander applicants.

- Knowledge (qualifications relevant to the role)
 - Tertiary qualifications in Education or related discipline
- Skills (experience relevant to the role)
 - Experience working in or with the for-purpose sector
 - Excellent written and spoken communications
- Attitude (values alignment based on the ILF Values)
 - Value and respect for Aboriginal and Torres Strait Islander cultures;
 - Engagement with remote communities;
 - Development of best practice to deliver our programs; and
 - Evaluation of our programs

Additional Requirements for this role:

- Current Drivers License
- Some out of hours work may be required
- Some inter/intra state travel may be required
- Other duties as required from time to time