



## Position Description

<b>POSITION TITLE:</b>	Online Programs Manager (Full-Time - flexible hours)
<b>DURATION:</b>	Fixed Term Temporary - 12 months (December 2020 to November 2021)
<b>REPORTS TO:</b>	Chief Executive Officer
<b>DIRECT REPORTS:</b>	Casual Online Mentors and Volunteers, where applicable
<b>REMUNERATION:</b>	\$85,000 to \$90,000 plus 9.5% superannuation Total remuneration = \$93,075 to \$98,550

Hear For You (HFY) is the only dedicated youth mentoring program in Australia aimed at inspiring deaf and hard of hearing teens reach their full potential in life. HFY mentoring programs and workshops are the core of what we are about. What's important is that they're all focused on the same thing: giving deaf teenagers support, guidance, and the chance to meet people who 'get' what they're going through. HFY mentors are deaf or hard of hearing adults who have been there and experienced the same challenges as what the teenagers are facing. They really do 'get it.'

Hear For You has an opportunity for an Online Programs Manager (Full-time) to coordinate our growing Online youth outreach, mentoring, and skills development programs.

### YOUR OPPORTUNITY

The Online Programs Manager (Full-time) is primarily responsible for the coordination of the current Online deaf/hard of hearing mentoring programs for teenagers aged 11-18 years. This position requires you to be based in Australia, with the option to work from home.

You will have strong administration, interpersonal skills, ability to work independently, demonstrated ability to negotiate, and be an innovative, business-minded person who enjoys working with people.

The ideal candidate will have previous experience working within a Not-for-profit organisation in the deaf and hard of hearing sector (but this is not essential), have a proven ability to manage projects, be hands-on, and solution-focused.

### YOUR CONTRIBUTION

Key responsibilities for the Online Programs Manager will include, but not be limited to, the following:

- Selection of the types of online workshops, dates, and arrangements of all programs in advance, then after approval by the CEO, manage the coordination of the approved Online programs (programs include: Life Goals and Skills Online Mentoring, Rock My World Skills/STEM, Primary2Secondary, Community Catch Up, and Youth Mental Health prevention programs);
- Monitor and oversee the online workshops;
- Recruitment, selection, training, and evaluation of the casual and volunteer mentors;
- Oversee the evaluation of the Online programs;



- Ensure Youth Mental Health outreach pathways with major youth mental health providers are present and available, especially during the COVID19 pandemic;
- Work closely with the CEO, State Managers, and Marketing Manager to promote the HFY program;
- Support and, at times, coordinate the Youth Mental Health networks to ensure clear pathways for information and support for deaf and hard of hearing teenagers.
- Collaborate with the CEO to present a project plan and determine the budget for the workshops;
- Work with the CEO to identify and secure funding from foundations, trusts, and government sources;
- Negotiate pricing for the enrolment fee of each workshop to meet the budget;
- Check invoices and prepare for payment approval by the CEO;
- Collate all receipts in relation to project and file;
- Track event expenses and review accuracy of invoices;
- Prepare mentor expenses and prepare for payment approval by the CEO.

#### **WHAT WE ARE LOOKING FOR**

- be available to work within agreed hours (note these can be flexible as agreed with the CEO);
- nominate and agree working hours schedule with the CEO;
- hold or willing to obtain a current State Working with Children check;
- complete national police check clearance;
- be experienced in workshop and program coordination;
- show a proactive and structured approach;
- be able to prioritise and meet deadlines;
- understand any relevant issues and actively display initiative;
- display excellent time management and organisational skills;
- demonstrate:
  - high level verbal and written communication skills;
  - strong integrity and confidentiality;
  - working with minimal supervision and take ownership of tasks;
  - ability to communicate with people from a broad range of backgrounds;
  - well-developed written skills and the ability to prepare reports and documents;
  - advanced skills in the use of Microsoft Office software and Adobe;
  - attention to detail applicable to documentation, recording feedback, and program/workshop planning;
- committed, positive, enthusiastic and proactive approach to work and challenges.

#### **FURTHER INFORMATION**

Contact David Brady, Chief Executive Officer on [david.brady@hearforyou.com.au](mailto:david.brady@hearforyou.com.au).