



Position description

POSITION: Manager Projects and Business Development

REPORTS TO: CEO

AWARD: Education Services (Post-Secondary Education) Award 2020

HOURS: Part time negotiable

POSITION CONTEXT

Adult Learning Australia (ALA) has been operating for over 63 years and is the national peak body for adult and community education (ACE). ALA is a not-for-profit entity with both organisational and individual members in all states and territories who reflect the diversity of adult and community education.

Adult Learning Australia's vision is for lifelong and life-wide learning for all Australians. Lifelong learning is learning throughout the adult years via the formal education system, in workplaces and through community participation.

Life-wide learning is developing the breadth of skills and knowledge required to engage in meaningful work; to participate fully as a citizen in a vibrant democracy; to live in harmony in a diverse, multicultural and rapidly changing society and to manage one's health and personal wellbeing, particularly in the senior years.

PURPOSE AND FUNCTION

The Manager Projects and Business Development works closely with the Chief Executive Officer responsible for leading Adult Learning Australia under the strategic direction of the Board.

This role is responsible for managing projects including the planning and implementation of National Adult Learners Week, implementing the Learn Local Digital Strategy and sourcing other projects. It also provides strategic advice to the CEO on business development, policy and resource planning.

MAIN DUTIES AND RESPONSIBILITIES

General responsibilities

- Work within Adult Learning Australia's purpose to achieve ALA's vision and meet its policy objectives

Project management and responsibilities

- Coordinating, managing and monitoring organisational projects including:
 - developing and implementing proposals, submissions and strategies
 - liaising and negotiating with funding bodies and other key stakeholders
 - reporting to funding bodies
 - managing project budgets
 - supervising external contractors

- developing, managing and sourcing project work as required.

Planning and policy advice

- Providing advice to the CEO on strategic planning opportunities and policy development
- Assisting the CEO to develop the organisation’s operational and business plan
- Assisting the CEO in implementing, monitoring and reporting on the progress of the operational/business plan.

Funding initiatives and resourcing

- Pursuing other income generating projects
- Developing membership campaigns
- Identifying opportunities to develop e-commerce including the ACE online shop
- Working with the CEO to expand ALA’s Learning Changes Lives Foundation.

Teamwork

- Participating in staff meeting and development workshops
- Providing advice on communication issues as required
- Producing relevant papers/reports for the Board in consultation with the CEO.

OTHER RELATIONSHIPS

The Manager Projects and Business Development supports and builds relationships with key stakeholders in the adult and community education sector.

SELECTION CRITERIA

Essential

- An appropriate qualification in education or management at postgraduate level from a recognised institution or three years of non-profit related work experience
- Demonstrated leadership ability and project management skills
- Knowledge of government contract and operations management
- Commitment to adult lifelong and life-wide learning, and to the values of ALA and its mission and vision
- Experience in research and policy development
- Well developed understanding of information technology and multimedia platforms including social media
- Highly developed communication skills including the ability to communicate with a wide range of stakeholders
- Ability to delegate responsibilities effectively.

Desirable

- Post-graduate qualifications in education, adult education, communication, learning and development, administration and management
- Experience in writing successful grant applications.

CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are based on the Education Services (Post-Secondary Education) Award 2020 and National Employment Standards (NES).

SALARY AND BENEFITS

- Hours are negotiable between .6 to .8 EFT and the successful applicant can work in a hybrid work environment
- The ALA office is located alongside the beautiful Maribyrnong River in the Footscray Community Arts precinct.
- Up to 3 days additional leave each year between Christmas/New Year period.
- ALA is registered with the Portable Long Service Scheme which enables the accrual of long service entitlements based on time spent in the relevant sector across multiple jobs
- Salary range \$90,000 - \$95,000 (pro rata) plus superannuation
- The position is ongoing and subject to a 6 month review.

Date: 20 March 2023