

Position Description

COMMUNITY SERVICES MANAGER

Location:	Brisbane	Employment Status:	Full time (38hrs)
Award or Scale:	Negotiated salary	Business Unit:	Peirson Services
Reports to:	Chief Executive Officer	Responsible for:	Service Managers
Probation Period:	6 Months	Performance Review:	Annual

About us:

Peirson Memorial Trust is a Christian based not-for-profit organisation working with children, families and communities for over 60 years to keep children safe from harm. The Trustees want to enhance current services in the Fraser Coast region and establish new services throughout Queensland that meets the needs in the community by providing support and education that protects children, young people and their families.

Purpose of position:

- To provide leadership, professional support and quality management for our counselling intervention and child protection and parenting programs.
- To design innovative programs based on best practice and contemporary research.
- To coordinate internal research activities and liaise with our research partners.
- To advise the CEO and board about program design, program quality, and research relating to effective service delivery.
- To research funding for new and specialised programs.
- To promote Peirson Memorial Trust to external agencies, departments and church groups.

Qualifications required:

- Post-graduate qualifications (preferably a B.A. (Hons) or equivalent) in a relevant child protection discipline (eg Social Work), holding professional registration where required.
- Significant experience in an executive or senior management role.
- Eligibility for a Suitability Card for Child Related Employment (Blue Card) or evidence of current professional registration if an exemption applies.
- A current Open 'C Class' driver licence.

Essential selection criteria:

The successful applicant must:

- identify with the ethos and beliefs of the Presbyterian Church
- have extensive knowledge of up-to-date research and practices coupled with practical experience of the child protection industry
- have demonstrated willingness and determination to offer new challenges and set clear goals striving to attain them, undeterred by challenges

- have strong leadership, consultation, and strategic management experience and skills
- possess highly developed written and oral communication skills combined with strong administration and IT skills to maintain reporting requirements and communications with government and non-government stakeholders
- possess understanding of financial systems and practices, with demonstrated competence in managing a budget
- have demonstrated knowledge and experience of human resource management practices and principles
- have experience in developing and maintaining professional networks across the social care and support industry and proven ability to interact in a professional manner
- be flexible and available when needed to travel.

Desirable selection criteria:

- Previous experience working within a Non-Government Organisation or Christian organisation
- Previous experience working with or for Department of Communities
- A working knowledge of all relevant legislation including the *Child Protection Act 1999/2000* and the *Juvenile Justice Act 1992*.
- Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and issues which impact upon their people in society.

Role requirements:

- Actively promote the organisation in church groups, meetings and services.
- Successfully uphold the Service's values and represent these views at conferences or high level forums.
- Develop innovative evidence-based programs.
- Design support programs for families from different cultural backgrounds, including Aboriginal and Torres Strait Islander people.
- Outstanding communication, problem solving and interpersonal abilities.
- Highly developed organisational and time management skills.
- Knowledge of continuous improvement processes and quality assurance.

To do this job successfully, you will...

- be innovative in finding new opportunities that can be developed within the ambit of our Trust Deed and co-ordinate a project plan that can be delivered according to budget, resources and time constraints, in line with our strategic direction
- oversee regional services to ensure our programs are healthy, sustainable, growing and meeting requirements
- ensure program outcomes are consistently achieved
- mentor and coach professional staff and advocate passionately for the Trust
- prepare, manage, report and achieve operational plans and budgets
- comply with all Peirson Memorial Trust policies and procedures
- fulfil other tasks the CEO may reasonably request of you.

Additional information:

Peirson Services and the Trust are committed to the fair treatment and equality of opportunity for all current and prospective employees. Selection will be made on the basis of merit and the applicant's ability to demonstrate how they meet each of the key Selection Criteria.

A non-smoking policy operates at all Peirson Services and Trust premises.

Roles within Peirson Services are held by people who have a servant heart, a spirit of excellence and a capacity to work in a team and also individually. They are usually committed Christians.