

Position Description – Raising Expectations Project Manager

Position Details

Position Title:	Raising Expectations Project Manager
Work unit:	Social Policy and Research
Location:	CBD, Melbourne
Employment Type:	Fixed term until 30 November 2022 (continuation pending funding)
Time Fraction:	1.00
Remuneration:	TBC
Reports to:	Deputy CEO, Director Social Policy and Research

The organisation

The Centre for Excellence in Child and Family Welfare (CFECFW) is a not-for-profit peak body representing over 100 child and family service organisations in Victoria. The Centre is committed to making sure children and young people grow up in safe, stable home environments, connected to family, community and culture, with the care and support needed to advance their health, education, wellbeing and development. This includes Aboriginal children in the care of and supported by Aboriginal organisations.

As the peak body in child and family services, the Centre has an important role to play in identifying and supporting effective practice in and across the sector, including how this is defined, measured and shared, and the factors that have contributed to this effectiveness. Our whole-of-sector perspective places us in a unique position to identify existing effective practice, best available research, practitioner expertise and client perspectives and experiences. Through our member consultations, network forums, training needs analyses, surveys and other avenues, we identify gaps in knowledge and skills and seek to address these through project, research, policy, training and advocacy activities informed by evidence.

The Centre is a diverse and inclusive workplace, committed to the health, wellbeing and cultural safety of our staff. We encourage applicants of any background, culture, gender, and experience to apply for roles as these become vacant.

The role

The Project Manager role sits in the Social Policy and Research team at the Centre. The team engages in a wide range of strategic projects and evidence-related work including knowledge translation, implementation support, dissemination of good practice through the Outcomes Practice Evidence Network (OPEN); policy and advocacy; and professional development/training. There is a strong focus on capturing the voices of those with lived experience of trauma, hardship, and vulnerability.

The Raising Expectations Project Manager will be responsible for growing one of the Centre's flagship projects *Raising Expectations*. This project has been steadily built over 6 years to have a strong brand and impact. It is funded by the Department of Education and Training and is built on strong partnerships and collaborations. The Project Manager role will have an exciting opportunity to take an already influential initiative to the next level. There is scope to expand the target group, the stakeholders, funding sources,

impact and influence nationally. Initially focused on care leavers, Raising Expectations is about aiming high for every child whose engagement in education has been limited or undermined through circumstances. It has a strong focus on young people who are in, or have been in, care, with the potential to expand its influence and reach to young people in youth justice, in financial hardship, or who have experienced adverse impacts in their lives affecting their ability to engage successfully in formal education. This role is about identifying and seizing opportunities to promote awareness of educational pathways, connect young people into supports and services to enable tertiary access and success, and continue to build the evidence base of what works in improving educational outcomes for young people experiencing vulnerability and disadvantage.

Key accountabilities

- Drive the expansion, implementation, and evaluation of the Raising Expectations project through authoritative advice, guidance and leadership in line with the project's objectives, and a reimagining of the project's influence and potential
- Build and manage stakeholder relationships across relevant education, higher/further education, government and community sectors, negotiating and influencing to achieve successful project outcomes
- Lead and drive the building of a robust evidence base to show what works and why for young people disengaged from, or at risk of disengaging from, post-secondary education
- Identify and create training, resources and information, including via a purpose built web platform, to support young people and the wide range of professionals, carers, and educators that support them
- Identify and deliver on strategic priorities while managing the operational elements of the project to yield measurable and sustainable results for young people
- Track and report progress and performance of the project, producing and maintaining plans regarding timeframes and resourcing, and oversee governance and quality control.
- Effectively control and manage issues, risks, dependencies, and changes in scope associated with a large, complex operational project.
- Prepare timely and high-quality reports, documents, briefings and presentations for key stakeholders and project governance forums, aligned with the agreed project plan and funding requirements
- Foster a culture of continuous improvement, take responsibility for initiating and delivering outcomes for clients, and proactively identify opportunities for innovation.
- Undertake other duties as directed.

Key selection criteria

- Extensive experience in successfully developing and delivering complex, multi-year projects in a public sector and/or industry environment
- Ability to be adaptable and receptive to new ideas, respond readily to changing work demands and circumstances, and operate effectively across multiple project areas and sectors

- Proven record in developing and managing stakeholder relationships within and across government, community, and education sectors
- Ability to recognise and respond to emerging opportunities and find innovative solutions to improve project impact and outcomes
- High level written and verbal communication skills including development and review of policy papers, presentations, reports, concise briefings, resources and funding proposals
- Strong critical analysis and reporting skills with the ability to monitor and analyse data to demonstrate project impact and influence and contribute to a growing evidence base.
- Knowledge of the post-secondary education system.

Desirable selection criteria

- A strong understanding of the child and family services sector, including the care system
- A strong understanding of the processes and levers that apply to Government.

Additionally:

- A relevant tertiary qualification and experience in project management or a similar discipline
- A driver's licence
- National Police Check
- Working with Children Check.