



Ethnic Communities
Council of Queensland

PROGRAM MANAGER – SECTOR & COMMUNITY DEVELOPMENT **Strengthening Ethnic Community Associations (SECA) Program**

*Send applications, supported by a résumé and a brief statement
addressing the essential criteria, to:*

**The Executive Manager, ECCQ, PO Box 5916, West End, Queensland, 4101
or to 253 Boundary St, West End, 4101
or to administration@eccq.com.au**

People of culturally and linguistically diverse backgrounds are strongly encouraged to apply.

Title:	Manager – SECA Program
Salary:	SACS Award Level 7 Negotiable Paypoint (\$57,808 - \$60,216) Full salary sacrifice available.
Appointment:	Permanent full time, six months probation
Reports to:	Executive Manager
Location:	ECCQ House, 253 Boundary St, West End, Brisbane
Start Date:	Immediate or by negotiation
Application Deadline:	14 October, 2011

ECCQ

The Ethnic Communities Council of Queensland (ECCQ), established over 35 years ago, is the peak body representing Queensland's ethnic people and communities and multicultural organisations. ECCQ undertakes statewide advocacy, sector development, and project and program delivery. ECCQ is involved in a number of activities advocating on issues such as housing, homelessness, access to interpreters, employment, child safety, health and aged care.

SECA Program

ECCQ's Strengthening Ethnic Community Associations (SECA) program is funded by the Department of Communities to work with ethnic community associations to assist them to function efficiently and to effectively meet their goals.

The program aims to develop and provide strategies and training to assist ethnic community associations to build their capacity to develop the knowledge and skills required to:

- ensure their community associations function efficiently and effectively to meet the needs of their members
- independently seek information from, and encourage their use of, online resources, such as the 'Community Door' website, and
- establish networks and links with other funded and non-funded organisations and associations

Position objectives

The program manager is responsible for the coordination of organisational capacity building information sessions and workshops and develops and implements community engagement and promotional strategies vital to the success of the program objectives. The program

manager will develop the program, carry out ongoing community associations needs assessment, liaise with the funding body, identify issues for advocacy, develop relationships with service organisation professionals, and strengthen support networks to ensure the success of the program.

Primary responsibilities will include managing and planning the program workload to meet program goals, participating in the hiring and training of new project officers, supervising the work of special project officers, reporting to the executive manager and ensuring all funding reporting requirements are maintained, overseeing the development and improvement of program and organisational procedures, and managing the program budget.

The program manager will be included in the Senior Management Team.

Key duties & responsibilities

- Manage the planning, implementation, monitoring and evaluation of the program based on agreed capacity building priorities in the Service Agreement.
- Develop organisational capacity building activities based on the relevant needs of ethnic community associations in Queensland
- Develop and update training material and resources
- Maintain effective communication with partners and community networks
- Design and implement an evaluation plan for program activities
- Meet all internal and external reporting requirements
- Participate in Senior Management Team meetings to contribute to strengthening ECCQ's management and organisational capacities.
- Represent ECCQ at various forums and reference groups as required.
- Manage the program in a culturally sensitive and participative way.

Essential criteria

1. Knowledge of, or demonstrated capacity to quickly gain knowledge of, the legal environment in which unincorporated, incorporated and not-for-profit organisations and associations operate in Queensland
2. Experience in working with culturally and linguistically diverse communities
3. Strong analytical and creative problem-solving skills
4. Good writing, presentation and communication skills
5. Ability to show initiative and work under limited direction and supervision but within a dynamic and cohesive team environment
6. Good organisational and time-management skills

Desirable skills, education and work experience

- Experience in community-based organisational capacity building and training
- Experience in evaluating and monitoring projects
- Project management skills and experience
- Excellent computer skills, particularly Microsoft Office
- Demonstrated understanding of the needs of culturally and linguistically diverse communities in Queensland.
- Demonstrated ability to build effective working relationships with a range of stakeholders, including people from diverse cultural backgrounds.
- Experience in facilitating workshops, meetings and events.

Submitting your application

Send your application to *The Executive Manager* including:

- cover letter, no more than two sides of a page, briefly addressing the essential criteria
- resume (or CV)
- contact details of three referees

By Mail

ECCQ
PO Box 5916
West End Q 4101

By Hand

ECCQ House
253 Boundary Street
West End Brisbane
QLD 4101

By Email: administration@eccq.com.au

Fax: (07) 3846 4453

Website: www.eccq.com.au

Further information

For more information about this position please contact:

- ECCQ Office Manager, Laraine Brandon administration@eccq.com.au
- SECA Program Manager, Shilpa Banerjee shilpab@eccq.com.au.
- Alternatively you can call us on (07) 3844 9166