



## Advertisement

### **Head of Programs - Mercy Works Ltd**

#### **About Us**

Established in 2000, Mercy Works is a community development and relief organisation that is part of the vision and mission of the Sisters of Mercy of Australia and Papua New Guinea. Our **Vision** – Mercy – Walking Together. Changing Lives. Our **Mission** - We are a community development organisation in the tradition of Catherine McAuley. We work in partnership with local community organisations to support the most vulnerable both within Australia, and elsewhere in the Asia Pacific region, with a particular focus on women and children. Our programs strive to build capacity and self-reliance and to foster environmental sustainability. The **Values** which underpin the organisation are mutuality, integrity, compassion and justice.

#### **About the Role**

This new position as Head of Programs offers you an exciting opportunity to make a real difference in the lives of vulnerable communities, especially women and children. You will contribute to delivering our vision by leading and managing domestic and international programs in Australia and the Asia Pacific region. Your role will be crucial in ensuring the sustainability of these programs and partnerships, ultimately improving the capacity and quality of life of these communities.

**Responsibilities include the following but please refer to Position description for full list.**

- Provide leadership and oversee the development, implementation, monitoring and evaluation of program strategies and outcomes
- Develop and maintain effective and productive relationships
- Identify opportunities to develop new program offerings and to enhance the effectiveness and quality of existing programs
- Provide leadership to the Program Team
- Lead and manage the reporting
- Create a safe, productive and harmonious working environment by complying with relevant guidelines, policies, procedures and legislative requirements
- Actively contribute to a positive workplace and team culture
- Contribute to increasing the profile of Mercy Works and build performance for marketing, communications and fundraising purposes

The employee is required to undertake any other duties, projects or tasks as directed by the Executive Director, which are within his/her skills, competence and training.

**Working Hours:** This position is for 30 hours per week over four days, based in the Mercy Works Office in Parramatta, NSW.

#### **Your Skills and Attributes**

To be considered for this role, you should possess the following qualifications and qualities:

1. Degree qualification in international community development or related discipline, or substantial contemporary experience with ongoing professional development.
2. Demonstrated experience in managing a team, preferably in an international development organisation and at least 5 years' experience in management role.
3. Contemporary knowledge and experience in designing and overseeing domestic and overseas programs with local staff and partner organisations.
4. Demonstrated strong understanding of good practice standards and compliance requirements of bodies such as DFAT and ACFID.
5. Successful experience in developing strategic partnerships with culturally diverse groups.
6. Demonstrated high-level written and verbal communication and negotiation skills in culturally diverse environments.
7. Proven ability to work in a cross-functional team environment and with staff based overseas.
8. Demonstrated sound understanding of and alignment with the Mercy mission and values.
9. Willingness and ability to travel domestically and internationally.

#### **Desirable Criteria**

1. Knowledge and experience in using content management systems.

#### **Other Essential Requirements**

The successful applicant will be required to complete and maintain a clear National Police Criminal History Check and Working with Children Check.  
A current Driver's License is required.

#### **Safeguarding Commitment**

Mercy Works is committed to creating a culture of safety and respect for all, prioritising the well-being of all children and adults at risk with whom we have contact. As a staff member, you will be expected to take all reasonable steps to ensure the protection of these individuals and comply with our safeguarding policies and procedures, including reporting any suspicions and allegations of abuse.

#### **Other Details**

Mercy Works is a Public Benevolent Institution Employer (PBI), offering employees a remuneration package with tax benefits.

#### **How to Apply**

If you are a passionate individual committed to the Mercy ethos, please review the Position Description on our website. <https://www.mercyworks.org.au/job-opportunities>. Applications should include a cover letter demonstrating your understanding of the Mercy Works organisation and the Position Description. Please email your cover letter and resume to [mercyworks@mercyworks.org.au](mailto:mercyworks@mercyworks.org.au) or contact the Executive Director, Sally Bradley RSM, at 02 9564 1911 for further discussion. Applications close on Sunday 19 May 2024, early applications are welcome. Interviews will be held on Thursday 30 May 2024, with an anticipated start date in July 2024.

Join us in making a positive impact on the lives of vulnerable communities and contribute to a more compassionate and just world. Apply now and become a valued member of the Mercy Works team!