



NOT FOR PROFIT ORGANISATION  
RTO 90269

**embrace your potential**

## **CITY EAST COLLEGE INCORPORATED – SENIOR PROGRAM MANAGER**

**Title:** Senior Program Manager (English and Work Foundation)

### **About us**

City East College is a Not-for Profit Adult Learning organisation nestled in the heart of Sydney's East. We are committed to creating and cultivating growth opportunities for the community through lifelong learning.

A proud member of the Sydney Eastern and Inner City suburbs Community since 1952. City East College is passionate about providing a place for all members of the community to learn and develop to their full potential. Social inclusion, quality education and community involvement are core to who we are.

We successfully partner with community organisations, local councils, schools and neighbourhood facilities to increase our scope and celebrate diversity.

### **General Description**

City East College is looking for an experienced Senior Program Manager on an initial 12 month maximum term contract. This person will be well presented with a proven track record of success as a Program Manager in the education sector, and the ability to drive revenue through program development. You will be an individual who is able to articulate a concept and a vision. Further to this you will demonstrate the following:

- A strong background in education, program development and management
- The ability to engage with clients, external stakeholders and business partners
- Excellent internal stakeholder management which enables operationalisation of new ideas
- The ability to work autonomously and be a real go getter
- Experience in developing and implementing educational training processes and activities included but not limited to: curriculum design of Foundation Skills (FSK) programs, Community Service Obligation (CSO), English programs and Smart & Skilled (S&S), ensuring compliance within VET framework and requirements and contractual obligations with funding organisations
- Ability to attract and recruit teaching staff, including their retention and development; to ensure they actively engage students in the learning process

You will possess the following qualifications or equivalent experience:

- Recognised Graduate/Post-Graduate qualifications, as appropriate
- Current Certificate IV in Training and Assessment

### **The Role**

- Develop and co-ordinate educational training processes and activities included but not limited to: curriculum design of Foundation Skills (FSK) programs, Community Service Obligation (CSO), English programs and Smart & Skilled (S&S), ensuring compliance within VET framework and requirements and contractual obligations with funding organisations



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- Responsible for HR recruitment process for teaching staff, to ensure the attraction, retention and development of high quality, passionate staff who actively engage students in the learning process
- Engage stakeholders to develop opportunities & partnerships including community groups, local business, council, industry groups, and other forums
- Liaise as appropriate with schools, government departments (including Department of Industry and State Training Services, ASQA) and community and non-government agencies (including where appropriate to seek joint projects)
- Leverage existing relationships across other City East College programs to maximise opportunities for cross referral
- With CEO, develop, optimise and implement the college vision and strategic plan
- With CEO, accountable for increasing revenue via; increased funding, new funding or grant opportunities, full fee paying students or other new business streams
- Accountable for increasing profit margins for each program by a minimum of 10%
- Advocate and employ strategies to serve the interests of the College; form and maintain alliances to advance College interests; represent the College at educational forums; contribute to sector-wide developments.
- Work closely with the CEO on relevant educational and business initiatives, policy, compliance, risk, staffing, student and operational matters of the College.
- Work collaboratively with broader team to develop a 'whole of College' approach to learning and care that inspires students and teachers and provides a seamless experience
- Work collaboratively with Community Colleges Australia and other Community Colleges - sharing knowledge, identifying and addressing sector issues & solutions
- Foster an environment of team effectiveness, collaboration and productive working relationships based on inclusivity and mutual respect.
- Ensure consideration of the needs of disadvantaged groups and integrate social inclusion in the development of programming where appropriate
- In association with the CEO, ensure financial management of programs, including effective use of funds against budget to ensure financial viability of the College.

### What's on Offer

We are offering the opportunity to work within a highly regarded non-for-profit organisation, in a very rewarding industry. This role is open to full time or part time pending the needs and skills of the successful candidate.