

Title:	Program Designer and Facilitator (Faculty)
Reporting to:	CEO
Hours:	0.6 – 0.8 FTE (3-4 days) negotiable. Attendance at occasional evening events may be required.
Remuneration:	Dependent on attributes and experience
Status:	Ongoing, dependent on funding and performance
Location:	Hybrid: Melbourne CBD office, program venues & Working from Home (conditions apply).

ABOUT LEADERSHIP VICTORIA

Leadership Victoria (LV) is a dynamic, innovative not-for-profit organisation working to realise a vision of a more equitable, inclusive and sustainable world. We do this by developing and mobilising purpose-driven leaders from all sectors with a commitment to a stronger Victorian community.

We deliver unique, transformational learning experiences which inspire and support people to find their leadership purpose, including our flagship Williamson Community Leadership Program. By bringing together different perspectives, life experiences, backgrounds and opinions, we build diverse, enduring networks of purposeful leaders and challenge the systemic barriers to equality and inclusion.

ABOUT THE ROLE

The key focus of the Program Designer and Facilitator (Faculty) role is teaching leadership development in group settings. This includes designing learning programs and delivery through teaching and facilitation in the group.

However, as a team, the two in-house Program Designer and Facilitator (Faculty) roles are jointly accountable for developing and facilitating a high quality, integrated suite of leadership development programs for LV.

In this role, you will enjoy a high degree of collaboration with LV's leadership team and other team members, as a core member of our cross-functional Programs Team, which includes significant liaison with the Program and Events Coordination Team.

LV has big ambitions and we need passionate, smart, creative, resourceful people to help us to bring them to life.

KEY RESPONSIBILITIES & DUTIES

- Design, plan and facilitate a contemporary and consistent suite of outstanding leadership programs and experiences to deliver LV's vision and impact, including opportunities to hold the Lead Faculty role on designated programs.
- Develop LV's integrated leadership program offering to reflect clear, consistent LV leadership development approaches, methodologies, principles, and impact, in collaboration with the CEO, key advisers, stakeholders, and team members.
- Develop briefings for speakers and expert contributors selected to contribute on key topics, conduct briefing conversations, and support teammates to identify and approach potential speakers and experts suitable for LV's programs.
- Co-create and lead program delivery for designated programs, which may include short courses, residential retreats, longer programs, coaching, and tailored partnership programs.
- Craft programs and experiences that are inclusive for all participants across identities, backgrounds, cultures and communities, including people with disability, people from culturally and/or linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people.
- Collaborate with the CEO, Partnerships Lead and Marketing/Communications Lead to ensure marketability of LV's suite of programs, and co-design tailored Partner Programs that reflect client requirements and LV leadership principles.
- Ensure the ongoing evolution of LV programs through robust evaluation and demonstration of LV's impact.
- Contribute to the development and implementation of LV's annual program plan, including measurable, clear outcomes.
- Help develop strategic networks and partnerships to increase LV's impact.
- Contribute to strategic projects and ongoing process improvement as need / opportunities arise.

Other duties required by the CEO, having regard to your skills, training and experience.

WHO ARE YOU?

We are a small, passionate team that delivers outstanding outcomes. **You are:**

- Passionate about creating a better world through purpose-driven leadership
- Aligned with LV's values of courage, integrity, curiosity and respect
- Positive, creative, flexible, and adaptable
- Resourceful and highly collaborative - not just within LV, but within the ecosystem in which we operate, including our pool of Associate (contractor) Facilitators
- Comfortable with some ambiguity and change

- Willing to pitch in to make things happen, combining the ability to take the initiative, as well as the ability to motivate, influence and work as part of a small team
- Able to think outside the square

Required skills, experience, and qualifications:

- Outstanding group facilitation and teaching skills – you can bring out the wisdom from a group of people you are facilitating as much as teaching leadership concepts
- Strong knowledge and practice of teaching Adaptive Leadership principles
- Adept at program design of leadership programs and workshops
- Expertise in partnering with clients to co-create impactful leadership development interventions
- Excellent communicator, confident in engaging and proactively managing diverse stakeholder groups across government, business, and community sectors from grassroots to most senior levels
- Highly organised, able to plan, manage and deliver multiple projects with poise and grace
- Strong customer-centric mindset and expertise
- Relevant tertiary qualifications together with relevant experience in developing and delivering complex and innovative leadership development programs across diverse cohorts and in diverse contexts.

Desirable skills, experience, and qualifications:

- Skilled in Adaptive Leadership facilitation, including exposure to Case In Point teaching
- Trained and certified/accredited in one of: Harthill Leadership Development Profile; LSI; Leadership Circle; or similar leadership assessment tools to support vertical leadership development
- Formally trained and certified or accredited as an executive or organisational coach (for example, through IECL, ICF, or equivalent).

Leadership Victoria thrives through the diverse strengths and contributions of our team. So, if you don't meet all of the criteria above, we encourage you to apply anyway. We welcome your perspective on strengths, capabilities and learning opportunities you believe could be relevant to your success in this role.

We are also keen to increase the diversity of our Faculty, so strongly encourage people from culturally and/or linguistically diverse backgrounds, Aboriginal and Torres Strait Islander people, and people with disability to apply for this position.

REPORTING AND ACCOUNTABILITY

The Program Designer and Facilitator (Faculty) reports to the CEO, and collaborates closely with the other Program Designer and Facilitator (Faculty), and other key team members.

BENEFITS OF WORKING AT LV

- Inclusive and values-based culture, with a social purpose.
- Flexible work arrangements, including flexible hours and hybrid working.
- Fun and supportive work environment, in an accessible and contemporary Melbourne CBD office.
- Three additional ‘grace and favour’ leave days during the Christmas/New Year week.
- Access to high-quality professional development.
- Opportunity to engage with a diverse range of stakeholders, including program participants and guest speakers from a diverse range of backgrounds and organisations.
- High degree of collegial support and a strong team culture.

EMPLOYMENT CONDITIONS

LV is an Equal Opportunity Employer and has a diversity-friendly culture. People with disability, people from culturally and/or linguistically diverse backgrounds, and Aboriginal and Torres Strait Islander people are encouraged to apply for this position.

The successful applicant will require a Police Check (costs reimbursed) and must agree to adhere to all policies and code of conduct.

To be eligible to apply for this position you must be an Australian or New Zealand citizen or permanent resident, or hold a valid work permit or visa with at least two years’ duration.

There will occasionally be a requirement to attend activities outside of normal business hours.

Employment terms and conditions will be consistent with the Fair Work Act and set out in a contract of employment. Remuneration will reflect individual attributes and experience.

HOW TO APPLY

Applicants should provide their CV and a cover letter addressing the required skills, experience and qualifications to HR@leadershipvictoria.org by Sunday 24 November 2024. Enquiries can also be directed to this email address.