



POSITION DESCRIPTION

JOB DESCRIPTION

Job Title:	#MakeSpaceForHer (MSFH) Program Manager
Job Type:	<i>Part time (Estimated 0.6 FTE - 3 days a week), 12 month fixed term agreement with intention to extend subject to funding</i>
Department/Location:	<i>131-133 Hawthorn Road, Caulfield Junction 3161</i>
Supervisor:	President

The Organisation

NCJWA Vic is driven by a commitment to championing the rights and empowerment of girls and women. We are dedicated to creating meaningful change through the delivery of impactful programs, advocacy initiatives and events that address the unique challenges faced by girls and women across their lifecycle. By fostering equality, diversity, and inclusivity in the Jewish and wider community, we envision a world where every woman, irrespective of background, can live up to her full potential.

Role

The #MSFH Program Manager is responsible for leading the strategic coordination, delivery, and growth of NCJWA Vic's #MSFH initiatives.

The #MSFH program suite currently comprises of:

- Gender Equality Pledge
- Women's Directory
- Advocacy Matters Newsletter
- Accelerator Program

- Jewish Women of Words

Established by a volunteer advocacy subcommittee, the program now requires dedicated professional leadership to strengthen its impact, improve stakeholder engagement, and unify its streams of work under a cohesive framework.

This role will lead the program operationally while working in partnership with the Advocacy Committee and organisational leadership to guide strategy, priorities, evaluation and sustainability.

KEY DUTIES/RESPONSIBILITIES

1. Program Leadership & Coordination

- Provide operational leadership across all #MSFH initiatives
- Develop and implement annual work plans aligned with organisational strategy
- Identify opportunities to grow participation, reach, and influence
- Lead the Advocacy Committee with planning, information, and follow-up actions
- Develop and implement an annual strategic workplan with measurable outcomes and key performance indicators aligned to organisational priorities
- Identify growth, partnership and funding opportunities to strengthen long term sustainability

2. Stakeholder Engagement & Relationship Management

- Maintain active relationships with Gender Equality Pledge organisations, supporting accountability and progress toward their commitments
- Engage women listed in the Directory to encourage participation, collaboration, and visibility
- Build partnerships across community organisations and stakeholders to strengthen the program's profile and impact
- Serve as a key point of contact for program participants and partners
- Develop and implement an accountability framework for Gender Equality Pledge organisations, including structured follow up, progress tracking, reporting mechanisms and practical support to enable fulfillment of commitments.
- Produce periodic impact summaries on pledge participation and progress

3. Communications & Community Building

- Coordinate regular communications to the NCJWA Vic distribution list
- Oversee production of the Advocacy Matters newsletter
- Promote program initiatives, achievements, and opportunities for involvement
- Contribute to strengthening a sense of community connection and shared purpose

4. Program Delivery & Administration

Accelerator Program

- Lead participant recruitment and selection processes
- Coordinate session logistics, venues, and presenters
- Ensure smooth delivery of program sessions
- Support evaluation and continuous improvement

Jewish Women of Words

- Lead planning, participant communications, and logistics

General Program Support

- Maintain program records, databases, and participation information
- Support event planning and program activities aligned to MSFH strategic objectives

5. Monitoring, Evaluation & Reporting

- Track participation, engagement, and program outcomes
- Prepare reports for organisational leadership and the Advocacy Committee
- Contribute to donor reporting, grant acquittals and funding submissions
- Monitor and report on budget where applicable

SKILLS & EXPERIENCE

Understanding of gender equity issues

Required Experience:

Demonstrated experience in program coordination or project management, including planning, delivery and reporting

Strong relationship-building and stakeholder management skills

Familiarity with the Jewish community sector

Excellent written and verbal communication skills

Demonstrated organisational skills and ability to manage multiple priorities

Ability to work collaboratively with a board, committees, volunteers, and staff

Experience in the not-for-profit, advocacy or community sector

Event or program delivery experience

Desirable:

Communications or advocacy experience

Capacity to work independently and show initiative

A good understanding of data collection and evaluation methods is an advantage for this role