

## Next25 – Program Manager

### POSITION DESCRIPTION

Title: Program Manager

Basis: Full-time (with the possibility of 0.8FTE)

Employer: Next25

Location: Sydney; Remote

Reports to: CEO

Direct Reports: Program Officer (possibility of more in future)

**A rare opportunity to utilise exceptional project management and engagement skills across wide-ranging and innovative activities in a dynamic and growing non-profit, non-partisan organisation dedicated to a flourishing Australian future.**

### Who is Next25?

Next25 is an independent think-and-do tank. Our mission is to ensure Australia has what it takes to make the future its people want. With rigorous research, trusted engagement, and ground-breaking initiatives, we uncover and address levers to shift deep contributing factors of Australia's biggest issues. Through our research and engagement activities, we answer three big questions. What does a flourishing future look like in the eyes of the Australian community and experts? Is Australia on track? And if not, what are the key areas we need to address to unlock national progress on the big issues? Next25 then builds and runs game-changing initiatives to improve how Australia makes its future. We cannot do this alone, so we inspire and support others to join us.

Next25 is a tax-exempt, non-profit company limited by guarantee and registered as a charity with the ACNC. For more information, please visit [next25.org.au](https://next25.org.au).

### Role

Next25 is seeking a Program Manager to work closely with the CEO, Program Officer and Senior Engagement Lead on the design, delivery, management, and evaluation of the existing and emerging initiatives that make up Next25's "do" work. This includes our [Next25 Leadership](#) program for State, Territory and Federal parliamentarians and [Improving Democracy: Transforming Parliament for Women](#). It also includes the next phase(s) of our collaboration with the UTS TD School on Constructive Discussion: working with our Next25 UTS Research Fellow and Project Manager on designing, testing and implementing solutions that build on our research collaboration with UTS academics on [Constructive Discussion and the Housing Challenge](#).

The Program Manager will be instrumental in managing the translation of strategy into activities, managing day-to-day activities and Program Officer(s). You will bring exceptional project and stakeholder management skills to ensure consistent quality and relationship development. You will also work closely with the Program Officer(s) to oversee and contribute to the administration of initiatives, ensuring a high quality of delivery, engagement, monitoring, and evaluation.

You will be part of a highly collaborative and exceptionally talented team. Reporting to the CEO and working with the broader programs team, you will bring a flexible and curious disposition to Next25's initiatives. There will be a lot of engagement with a wide range of stakeholders.

This role also has opportunities for growth and learning in the areas of systems thinking, design thinking, rapid prototyping, and leadership.

## Key Responsibilities

The Program Manager's key responsibilities are to:

- Work with the Programs team in the design and implementation of the Next25's "do" work, primarily Leadership and Improving Democracy: Transforming Parliament for Women
- Project manage Next25's programs, overseeing the translation of strategy into activities, manage day-to-day activities
- Manage engagement and stewardship activities for a diverse group of program stakeholders
- Lead program strategy and planning, developing proposed activities to achieve the organisation's "do-tank" goals and allocating personnel
- Develop proposals and prepare responses for emerging opportunities
- Bring experience and creativity to the design of workshops, events, and activities that bring our research and initiatives to life
- Prepare program budgets for approval
- Build strong relationships with program stakeholders
- Assist in the delivery of activities and events hosted online and in-person
- Assist in the supervision of Program Officer(s) (potentially more than one in the future)
- Assist with the creation of communication materials for all Next25's existing and emerging programs, including EDMs, brochures, website copy, and more
- Oversee the reporting, monitoring, and evaluation of all programs
- Oversee and manage tools to support programs and engagement such as Monday.com and HubSpot

Responsibility	Detail
<p>Manage projects to ensure program activities achieve objectives while remaining on schedule and within scope</p>	<p>Oversee the project management and administration of program activities</p> <p>Assist in determining goals for our existing and emerging initiatives</p> <p>Develop and manage timelines, and prioritise tasks to meet program deadlines</p> <p>Undertake ongoing evaluation of program activities and ensure consistent quality of repeated program offerings</p> <p>Assist the CEO, Research Fellow and Programs Officer with communications</p> <p>Identify and engage participants in our research, workshops, events and initiatives</p> <p>As required, some business development activities to support continued growth of the programs and initiatives</p>
<p>Manage stakeholders</p>	<p>Establish, grow and maintain effective relationships with diverse stakeholders including research and program participants, politicians and senior leaders, partner organisations (eg, universities) third-party consultants, Steering Committees, student groups and program delivery partners</p> <p>Support the team with communicating and liaising with a range of stakeholders</p> <p>Assist in the design and formation of Steering Committees as required (this may include identification of members, enrolment, development of charters, participation in meetings)</p>

	Assist in the supervision the Program Officer(s)
Write program materials, outputs, and communications	<p>Write briefs, run sheets, program handbooks, reports, evaluations and acquittals, and other programs outputs for a variety of target audiences</p> <p>Prepare materials and presentations for participatory workshops, courses, and other engagement activities</p> <p>Prepare proposals, briefs, cases for investment, funding applications and other written material using initiative and creativity.</p>
Contribute to other organisational activities	As a member of the wider team, support research, philanthropy, and engagement activities including administration, communications, event management, community engagement, and analysis

## What We Can Offer You

We are a nimble, hard-working team that loves big-picture thinkers. We punch above our weight and achieve ambitious goals through innovative thinking and approaches. We run a flat hierarchy and encourage all team members to take initiative. We work collaboratively with many organisations around Australia in government, business, academia, the community, and media. We offer flexible working arrangements. We encourage and will support your professional development through on-the-job opportunities.

## Selection Criteria

### Essential

- Bachelors level qualification or commensurate work experience
- Minimum five years' professional experience in program and/or project management/event management
- Takes initiative, self-directed, highly motivated with demonstrated experience working autonomously with excellent time management and prioritisation skills, while also able to follow direction
- Superior communication and interpersonal skills – ability to influence key decision-makers and maximise stakeholder relationships

- Experience managing junior staff or willingness to and desire to develop management and leadership capabilities
- Excellent stakeholder and partnership management skills
- Track record of delivering under pressure with competing priorities
- Willingness to acquire additional technical knowledge and skills
- Willingness to travel interstate for events, programs, and engagement activities
- Passion for our mission of ensuring Australia has what it takes to make the future its people want
- Collaborates and works well in teams
- Ability to think strategically and creatively
- Tact and diplomacy
- Open-mindedness and willingness to consider new mindsets and approaches

## Desirable

- Interest in and familiarity with Australian politics and government
- Experience working for government or parliamentarian's offices
- Experience working in a sales or fundraising position
- Experience working on education or training programs
- Interest in and familiarity with systems thinking, design thinking, innovation and transdisciplinary processes and tools
- Experience working on innovation, in social enterprise, and/or in the start-up space
- Experience working in the not-for-profit sector

## Remuneration

Salary package commensurate with qualifications, skills, and experience.

## How to Apply

Applications will be considered on a rolling basis. To apply, please submit the following documents [here](#):

- A cover letter explaining your motivation for applying for this role and addressing the selection criteria above (no more than 2 pages)
- Curriculum vitae, including contact details for at least two referees

All applications will be treated as confidential. Shortlisted candidates will be contacted for interviews. Next25 reserves the right to close the application process early.

Enquiries to CEO, Chloë Spackman at [chloe@next25.org.au](mailto:chloe@next25.org.au).