

National Association for Loss and Grief (NALAG) NSW Inc
NALAG Locum Manager Position Description

POSITION: NALAG (NSW) Inc Locum Manager position

LOCATION: NALAG (NSW) Inc, Head Office Centre for Loss and Grief
7 Welchman Street, Dubbo NSW 2030

The NALAG Locum Manager, position is based at the NALAG Head Office in Dubbo, reporting directly to the State NALAG (NSW) Inc Board of Management.

TRAVEL: Some travel is required of the position.

CONTRACT: 1st November 2023 to 30th January 2024 with possibility of extension (Contract extension dependent on successful performance reviews and receipt of Ministry of Health Core Funding.)

SALARY: \$ 90,000 p.a (plus entitlements and Superannuation)

Core Hours Full /Time 38 hours per week. Occasional evenings and weekends. Flexible work practices in keeping with Manager responsibilities.

NATIONAL CRIMINAL RECORD CHECK: REQUIRED

WORKING WITH CHILDREN CHECK: REQUIRED

RESPONSIBLE TO: NALAG (NSW) Inc Board of Management

DIRECT LINE REPORT: Chair NALAG (NSW) Inc. or Board nominated delegate as required.

RESPONSIBLE FOR: All NALAG employees, contractors, program coordinators, Branch Coordinators and NALAG Support Volunteers.

NALAG (NSW) Inc

This unique NSW Community NGO has provided loss and grief support and education for individuals, communities, professionals, first-line responders and those providing loss and grief volunteer support, since 1977. NALAG has grown substantially from its beginnings and is a dynamic organisation that currently provides loss and grief support services, education and training, community awareness and community engagement/advocacy activities.

NALAG prides itself on promoting a compassionate and grounded strength- based approach to supporting individuals and communities impacted by loss, trauma and adversity while promoting wellbeing and resilience.

Essential Selection Criteria: Locum MANAGER

Preface: this position is for a set time duration encompassing the following functions.

- 1.** Locum Manager in Dubbo: experience in managing charitable community organisation, staff, and services. This Locum Position during this transitional period prioritizes managerial duties to oversee and maintain the operational functions of the organisation at an optimal level.
- 2.** Minimum of five years experience in a leadership/managerial role in a human service organisation. Demonstrated experience in the not-for-profit and/or non-government sector including successful experience working with Volunteers and a Board of Management.
- 3.** Demonstrated experience with, and commitment to, volunteering and community service. Experience in how to successfully promote a respectful organisational culture that increases volunteer engagement and retention within a community organisation.
- 4.** Demonstrated ability to oversee an organisation's compliance, administration processes, operational service delivery in loss and trauma and training; financial/ budget during the locum period.
- 5.** Demonstrated high level communication and negotiation skills with the ability to maintain and develop positive and effective partnerships/ relationships with a broad range of stakeholders, organizations, and community groups.
- 6.** Demonstrated ability to exercise flexibility, initiative, and creativity in service delivery – proven success in “thinking outside the square”- while adhering to governance structures, organisational policies, and procedures.
- 7.** Demonstrated capacity to successfully performance manage and mentor a team of 5 Staff. (2FTE: Senior Counsellor and Office Manager; 3 PTE: 2 intake, Bereavement Counsellor) and Volunteers, including liaison with 3 Branch Coordinators.
- 8.** Oversee current funding applications with government and philanthropic organisations.

PLEASE NOTE: Applications received that do not address the above selection criteria will NOT be considered.

Please email your resume and statement against the selection criteria to hr@nalag.org.au

KEY RESPONSIBILITIES

Work closely with the NALAG Board of Management to fulfill NALAG's Mission.

To guide and monitor organisational activities through a transition period within the values and framework of NALAG's Mission in the provision of loss and grief services, training, and programs. Ensure NALAG delivers and promotes an organizational culture that is welcoming, safe, inclusive, and compassionate.

Key Accountabilities

1. Leadership, Governance, Financial Compliance

- Deliver on behalf of the Board, NALAG's operational financial performance (including budgets and reporting).
- Guide the implementation strategies outlined in the NALAG Strategic and Operational Plans in collaboration with current staff and Board.
- Oversee continuous quality improvement.
- Ensure NALAG's governance, compliance and financial processes, policies and reporting are met, on time and to requirement.
- Create a harmonious and responsive work environment.
- Ensure NALAG runs effectively and efficiently and congruent to budgets maintains financial viability, across all assets, Head Office, and branch sites.

2. Funding

- Optimise opportunities for small grants and income support as they arise.
- Maintain existing and secure new sponsors/ external partner support for the organisation where possible.

3. Networking, partnerships, stakeholder & community engagement

- Maintain established positive and effective partnerships and relationships with a broad range of stakeholders, organizations, and community groups. While seeking opportunities to form new partnerships.
- Refer advocacy opportunities for the community benefit of NALAG to the Nalag Board of management.
- Respond to opportunities across NSW for training of professionals and organisations relating to Loss Grief and bereavement (e.g., Palliative Care, Aboriginal loss & grief, schools, workplaces).
- Represent NALAG to the public, community, stakeholders, and other organizations in a positive and professional manner.

4. Human Resources Management

- Manage staff, contractors and volunteers ensuring all legislative and regulatory compliances are maintained.
- Provide leadership and guidance to all teams, Branches, services, projects/programs across the sector.
- Develop and comply with, work systems, policies and procedures that promote a safe, productive, efficient, harmonious workplace.
- Management and supervision of staff and volunteers as per the NALAG line-management flow chart.
- Manage and support administrative and program delivery staff to ensure quality of service and compliance with regular feedback to all staff and the board of management.

5. Program, Community Events, Activities, Education and Grief and Loss Support Services.

- Oversee all NALAG Services and Programs
- Monitor and coordinate current programs, projects community activities.

6. General

- Ensure privacy legislation, record keeping, and confidentiality requirements are met in line with the NALAG Confidentiality Policy and Professional legislative/ ethical standards.
- Carry out other duties in line with the NALAG Mission and objectives of the organisation and as directed by the Board.
- Comply with and implement as required the Code of Conduct, Conflict and Grievance, EEO, Smoke Free Workplace, Bullying and Harassment, and other NALAG policies and procedures.