



THE MAN CAVE

POSITION DESCRIPTION

Position Title: Head of Programs - The Man Cave

Reports to: CEO

Position type: Full-time - 5 days per week at our offices Melbourne, Australia

Salary: \$55,000 package

ABOUT THE MAN CAVE

[The Man Cave](#) is a preventative mental health and emotional intelligence non-profit organisation for young men aged 13-18 years. Through transformational workshops, camps and keynote presentations we facilitate courageous conversations and long-term behaviour change focused on healthy masculinity, mental health, respectful relationships and gender equality.

Since 2014, we have positively impacted the lives of over 3,000 young men across Australia; 92% of our participants 'strongly recommend' the program to other young men. Exemplified through our work, we believe it is incredibly important to be actively developing greater self-awareness and creating healthy perceptions about personal identity, gender, and mental health to support the development of young people through their turbulent times of life. Despite no direct marketing in 2017, we have been inundated with requests from schools and community groups to work with their young men. We are excited to build upon this momentum in 2018 and beyond.

POSITION SUMMARY

Head of Programs at The Man Cave is a dynamic position that oversees the coordination, staffing and administration of all aspects of ongoing workshops, camps and presentations. You will oversee our team of passionate Facilitators who are deeply committed agents of change who bring extensive knowledge, diverse life experience, unique perspectives and genius to delivering transformational education programs for the young people they serve. As Head of Programs, you will lead the design, delivery and coordination of content that empower young Australians with the skills, courage and character to reach their greatest human potential. Specifically, our commitment to you as Head of Programs is to:

- Empower you to work on projects that address complex societal problems
- Provide you with an opportunity to connect with key decision makers in schools, community groups, corporate organisations and government
- Train and coach you in the application of important skills (e.g. masterful communication, cultural intelligence, social action, social entrepreneurship, digital engagement)
- Support you through coaching and mentoring to build your knowledge, capabilities and networks

The Man Cave facilitators will predominantly facilitate:

- 45 minute School keynote presentations
- 60 minute Parent presentations
- 90 minute Teacher professional development workshops



THE MAN CAVE

- Full day Student workshops
- 3 day Rites of Passage camps

KEY RESPONSIBILITIES

- Plan the delivery of the overall program and its activities in accordance with the mission and the goals of The Man Cave
- Develop new initiatives to support the strategic direction of The Man Cave
- Develop and implement long-term goals and objectives to achieve the successful outcome of the program
- Develop an annual budget and operating plan to support the various activities of The Man Cave
- Oversee the program evaluation framework to assess the strengths of the program and to identify areas for improvement
- Develop funding proposals for the school programs to ensure the continuous delivery of services
- Ensure that program activities operate within the policies and procedures of the The Man Cave
- Ensure that program activities comply with all relevant legislation and professional standards
- Develop forms and records to document program activities
- Implement the human resources policies, procedures and practices of the organization
- Establish and implement a performance management process for all program facilitators
- Engage volunteers for appropriate program activities using established volunteer management practices
- Supervise program staff by providing direction, input and feedback
- Write reports on the program for management and for funders
- Ensure that the program operate within the approved budget
- Ensure that all financial records for the program are up to date
- Identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Monitor the program activities on a regular basis and conduct an annual evaluation according to the program evaluation framework

THE KIND OF PERSON WE'RE LOOKING FOR

- You have excellent interpersonal, consultation, negotiation, written and oral communication skills
- You demonstrate the capacity to work autonomously as well as the ability to work constructively in a small team environment
- You are creative, passionate, committed to supporting young people reach their potential
- You are comfortable discussing topics ranging from mental health to gender and sexuality
- You have a level of comfort and effectiveness in dealing with conflict
- You are a fast learner, and be able to absorb information and new skill-sets
- You don't necessarily need non-profit experience, but you will have a strong passion for social justice
- You are a motivated, enthusiastic, fun, warm individual passionate about making a difference in this world!
- You are able to commit to a minimum of twelve months to the role



THE MAN CAVE

REQUIREMENTS

- Previous leadership and management experience clearly demonstrated
- A wealth of experience in youth facilitation and public speaking
- A strong sense of curiosity and enthusiasm for learning and self-reflection
- Willingness to work collaboratively and share your skills, insights, and networks
- Organised and communicative
- Interest in global challenges and opportunities facing young people
- Bring a unique perspective / point of view or have a passion for solving a specific challenge
- A Working with Children Check and National Police Records Check are mandatory requirements of this position and will be required prior to commencement

FURTHER DETAILS

For further information or to apply for this role please send your CV, cover letter and a summary of how you will be able to fulfill the Key Roles/Responsibilities, including your previous experience (no more than 2 pages) to careers@themancave.life. Bonus points for an additional 90 second video application!