# Terms

**Salary:** $65,208 per annum, plus statutory super and 17.5% annual leave loading **Hours:** full time (38 hours per week). Part time available on negotiation  
**Employment type:** full time, ongoing (subject to 3-month probation period and to funding)   
**Reports to:** CEO  
**Responsible for:** Program Officers, Online Learning Administrators, Interns, Volunteers  
**Start date:** Immediate

Writers Victoria is seeking an organised and creative individual to fulfil the role of Program and Partnerships Manager.

The Program and Partnerships Manager is responsible for the overall planning and delivery of quality programs and services that connect and support writers at all stages of their development. The role is ideally suited to someone who combines creative vision with the production skills to put that vision into action.

Reporting to the CEO, and in collaboration with the Writers Victoria team, the Program and Partnerships Manager will ensure that the Writers Victoria’s program continues to inspire, inform, and support writers of all genres, at all levels and across all parts of Victoria. The Program and Partnerships Manager will ensure that programs and services are relevant to writers and responsive to needs and trends, while at the same time delivering on the objectives of Writers Victoria’s Strategic Plan. The Program and Partnerships Manager is also responsible, in collaboration with the CEO, for growing income for the organisation through the development of new partnerships and revenue streams.

# About Writers Victoria

Writers Victoria is all about writing and storytelling.

We support Victoria’s vibrant storytelling community, to ensure writers from all of Victoria’s diverse communities have the skills and support to succeed, and to advocate for support for writers and storytellers more broadly.

Our values are Inclusion, Community, Participation, Innovation and Excellence, Professionalism and Respect. You can read more about our work [in our Strategic Plan](https://writersvictoria.org.au/sites/default/files/public/Writers%20Victoria%202021%20-%202023%20Strategic%20Plan.pdf).

Writers Victoria is made up of a small team of hard-working people based out of the Wheeler Centre in Melbourne CBD. A safe and clean workstation will be available to you there. While some aspects of the role will require some face-to-face tasks in the city from time to time, there is opportunity for flexible remote working. The majority of work takes place Monday-Friday during office hours, though all roles do involve occasional weekend and evening work, with a time in lieu policy in place.

# Duties

**Program**

* Create, plan, and deliver seasonal programs of workshops, courses and seminars, in collaboration with the programming team
* Co-ordinate the development and administration of a diverse range of professional development services and special projects (courses and workshops, Manuscript Assessment service, Mentorships, online programs, regional professional development programs, and other special projects)
* Oversee relationships with authors, tutors, workshop leaders, mentors, and manuscript assessors
* Liaise with relevant staff including the Writeability team and other staff members to plan, promote and deliver program activities face-to-face and online
* Lead the delivery of the Business Writing Program

**Partnerships**

* Support the CEO in identifying and applying for grants across Writers Victoria’s various programming streams
* Identify new partnership opportunities that support Writers Victoria’s Strategic Plan
* In conjunction with the CEO, manage relationships with partners

**Leadership and Management**

* Lead the programming team including Program Officers, Online Learning Administrators, and other relevant staff members. This includes recruitment, training, and supervision.
* Recruit, train and supervise program interns and volunteers.

**Marketing**

* Coordinate marketing content for program activities
* Liaise with Communications and Marketing Manager to promote program activities on- and offline
* Manage sales enquiries, bookings, and invoicing for program activities
* Monitor project and program budgets, reporting to the CEO and Accountant
* Support retention and growth of Writers Victoria membership
* Help extend the Writers Victoria community online and offline

**Event management**

* Co-ordinate events including program launches, open mic, and reading nights
* Draft event running sheets, set-up, and pack down where necessary

**Administration**

* Program and partnership administration and contracting
* Assist with monthly reporting to the CEO and Board
* Maintain electronic and hard copy filing systems
* Contribute to staff meetings and strategic planning sessions
* Additional duties as required

# Selection Criteria

We understand that not all applicants may feel they meet every criterion. Applicants that meet most of the criteria and have a willingness to learn are encouraged to apply.

* Experience in a similar programming role, incorporating planning, contracting, administration, logistics, marketing, delivery, monitoring and reporting
* Demonstrated ability to manage budgets and timelines
* High-level organisational skills
* Exceptional interpersonal, communication and negotiation skills, with proven ability to build relationships with a wide variety of stakeholders including writers, contractors, staff, management, event partners, participants, and volunteers
* Familiarity with and interest in the literary sector
* Empathy with the goals and values of Writers Victoria

# How to apply

Applications close at **midday AEST on Wednesday 24 November.** Please submit the following, as a one-page document with your name in the file name:

* A cover letter (one page) outlining how you and your experience would be a good fit for Writers Victoria
* A two-page response to the key selection criteria
* Your CV

Please address your application to Lucy Hamilton, CEO, Writers Victoria and email your application to [lucyh@writersvictoria.org.au](mailto:lucyh@writersvictoria.org.au).

If you have any questions, or need to let us know about access requirements for the application process, contact Lucy on (03) 9094 7836 or [lucyh@writersvictoria.org.au](mailto:lucyh@writersvictoria.org.au).

Aboriginal and Torres Strait Islander people, people with disability, and culturally and linguistically diverse applicants are strongly encouraged to apply for this position.