

Kindred

Position Description

Position Title	Program Manager: Parent Education
Reporting To	CEO
Employment status	Part-time, 22.5 hours per week
Location	NSW; Work from home
Commencement date	February 2025

About the Role

Kindred is seeking a highly motivated Program Manager to lead programs that empower families raising children with disability. You'll oversee the development, delivery, and evaluation of both small, ad-hoc initiatives and ongoing capacity-building programs, ensuring they align with Kindred's mission of uplifting and supporting families.

This is a meaningful opportunity to collaborate with our internal teams and external stakeholders to co-design and implement impactful programs. With flexible work arrangements, including school-friendly hours, this role is ideal for a parent or carer of a child with disability who is passionate about community impact and family empowerment.

Key Responsibilities

Program development:

- Lead the design, implementation, and delivery of programs that build parent capacity.
- Create program materials and resources.
- Identify opportunities for program innovation and expansion
- Identify trends and insights to inform program improvements
- Stay current with sector trends and best practices in parent education and capacity building

Program delivery and quality:

- Oversee delivery of parent education programs, ensuring consistency and quality
- Lead program co-design processes with families and stakeholders
- Implement program evaluation frameworks to measure impact and outcomes
- Ensure programs are accessible, culturally appropriate, and meet diverse family needs

- Maintain program documentation and operational procedures

Team leadership and development:

- Train and support program facilitators to deliver high-quality programs
- Provide support to volunteer parents and carers

Stakeholder engagement

- Build and maintain relationships with key stakeholders and partners
- Collaborate with partner organisations to expand program reach
- Engage with families to understand emerging needs and gather feedback
- Work with Marketing team to promote programs effectively

Operational Management

- Ensure efficient program administration and coordination
- Coordinate with internal teams for seamless program delivery

About You

Essential:

- Lived experience as a parent or carer of a child with a disability
- Demonstrated success in managing community programs and understanding of best practice program delivery
- Experience in stakeholder engagement and coordination
- Experience in group facilitation and understanding of strengths-based facilitation approaches, group development principles and adult learning techniques
- Experience in providing effective support and guidance to team members
- Collaborative mindset with a positive attitude and attention to detail
- Strong communication and relationship-building skills
- Ability to prioritise tasks, meet deadlines, and work autonomously
- Advanced knowledge of Microsoft, online survey tools and virtual meeting platforms
- A passion for empowering families and advocating for inclusion
- Commitment to the social model of disability

Desirable:

- Experience with peer support or family services, including understanding of co-design approaches and working with volunteers
- Understanding of program evaluation methods and grant-funded programs
- Relevant qualifications in community services or development, social work, education or other related human services field

Work Arrangements

- Permanent part-time position with flexible working hours
- Occasional evening work
- Specific hours and days to be agreed with the successful candidate
- Ideally, you will be based in Sydney and able to work from our Inner West location at least one day per week. You would also deliver in-person presentations and programs to families at various locations and travel across Sydney for networking and partner meetings. While this is preferred, it is not essential.

What We Offer

- Flexible working arrangements tailored to your needs
- Training and ongoing support
- Salary packaging benefits
- A supportive and collaborative team environment
- Meaningful work that directly impacts families and communities

About Kindred

Kindred is an independent family-led organisation that supports parents and carers raising children with developmental delay, disability and autism across NSW.

Through free online programs and peer groups, trusted resources and supportive community, we empower parents and carers to grow their skills, knowledge and confidence to help their child and family to thrive.

How to Apply:

To apply for this position, please submit your CV and cover letter to Stacey Touma, CEO Email: stacey@kindred.org.au.

In your cover letter, please include details of:

- Your experience in program development and delivery experience
- Relevant lived experience as a parent or carer of a child with disability
- Technical skills and capabilities
- Experience working with families
- Your understanding of disability support and family needs

If you have any questions about the role or are unsure whether your skills and experience align, please feel free to contact Stacey at the same email address for a discussion.

Applications close: 31 January 2025