



The Cardoner Project

Job Vacancy

Role: In-Community Program Manager

Location: Broadway, Sydney

Fixed Term contract, Full-time

An exciting and unique opportunity exists to join to The Cardoner Project as the In-Community Program Manager. The Cardoner Project is a not-for-profit, student-focused hub for volunteering both domestic and abroad.

Our Mission is to deepen the human, spiritual and intellectual formation of young adults, grounding them in a love of the poor in the service of the Church.

About the Role

The primary responsibility of the In-Community Program Manager is to manage and strengthen relationships with our partners both domestically and abroad. In addition, volunteer engagement and support enables this role to develop a platform to promote and engage. This is a unique opportunity to be part of an exciting initiative.

In this rewarding and challenging role, you will need to:

- Identify and establish new partner relationships
- Create and deliver pre-placement training programs
- Establish a comprehensive support structure with a focus on compliance and quality service provision
- Develop and maintain relationships with Jesuit entities, schools and tertiary institutions
- Maintain engagement with volunteer families
- Work collaboratively with the fundraising and marketing teams

Ideal Candidate

The ideal candidate is ready to take their first role as a manager and you will have experience working with young adults. You will have prior experience in organising large scale travel arrangements as well as the ability to develop effective networks. You will have a background in working with Aboriginal and overseas indigenous communities.

If you are interested in a copy of the position description or applying for this role, please e-mail a cover letter and your resume to recruitment@sjasl.org.au.

Applications close – 12 November 2021

The Cardoner Project is committed to protecting children and young people from harm. We require all applicants to undergo an extensive screening process prior to appointment.

Only candidates with the unrestricted right to work in Australia may apply for this position.