



## First Peoples Program Manager

### Position Description

Position Title	First Peoples Program Manager
Reporting To	Chief Executive Officer
Direct Reports	First Peoples Arts Mentors & Cultural Researcher
Employment Status	Permanent Full-time
Hours Per Week	38
Award Classification	Level 6 of the Social, Community, Home Care & Disability Services Award 2010.
Salary Range	\$110,110 – \$114,980 per annum (plus superannuation), commensurate with experience and in accordance with the SCHADS Award Level 6.
	This position is designated for Aboriginal and/or Torres Strait Islander people as a special measure under section 12 of the Equal Opportunity Act 2010 (Vic). Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

### The Torch

The Torch is a Victorian-based, First Nations-led not-for-profit arts organisation that supports Aboriginal and Torres Strait Islander people impacted by incarceration to reconnect with culture and create pathways to economic self-determination through art.

Our core work is the Statewide Indigenous Arts in Prisons and Community Program, delivered across Victorian prisons and post-release community settings, supporting cultural connection, financial empowerment and self-determination.

We operate on 100% of artwork sales going directly to the artist, and deliver a range of cultural activations including exhibitions, pop-up galleries, weaving workshops, and artist talks that provide meaningful employment to artists connected to The Torch program.

We are currently implementing our 2025–2029 Strategic Plan, with a focus on strengthening regional engagement, expanding artist opportunities and earned income, and ensuring long-term organisational sustainability and strong governance.

For more information visit our website: <https://thetorch.org.au/>

### Position Summary

The First Peoples Program Manager is a senior leadership role at The Torch, responsible for providing strategic, cultural and operational leadership across the organisation's First Peoples arts and prisons programs. The role combines program delivery excellence with sector leadership, arts industry engagement, and partnership development, while supporting The Torch's advocacy, cultural integrity and influence across the arts, community and justice sectors.

Reporting to the CEO, the First Peoples Program Manager leads and supports a team of First Peoples Arts Mentors and a Cultural Researcher, ensuring culturally strong, artist-centred delivery while also supporting the organisation's strategic direction, sustainability, and relationships with First Peoples organisations, arts institutions, government and community partners.

This role plays a key leadership function within The Torch, contributing to organisational planning, community and industry engagement and supporting staff to think creatively and effectively about how programs are delivered with impact and with culture at the heart of our work.

## **Key Duties and Responsibilities**

Below outlines the key duties and responsibilities of this role.

### **1. Strategic Program Leadership**

- Provide culturally informed leadership for the Torch's Statewide First Peoples Arts in Prison and Community programs.
- Lead the program level implementation of the Torch's Strategic Plan, translating strategic priorities into clear program plans, activities, timelines and measurable outcomes.
- Translate organisational strategy into clear program priorities, plans and delivery.
- Contribute to organisational planning, sustainability and continuous improvement in program design and delivery.
- Inform organisational advocacy through program insights and artist engagement.

### **2. Program Delivery & Operational Oversight**

- Maintain active oversight of high quality, culturally safe program delivery across both In Community and In Prison artist engagements.
- Assess and manage program priorities, including the allocation of staff across Victorian correctional facilities and community-based activities.
- Ensure effective systems for data collection, reporting and funding acquittals.
- Support culturally strong pathways for artists transitioning from prison into community, and knowledge of opportunities for ongoing support, creative development and cultural connection, including industry opportunities, funding and grants, and professional development across mediums.

### **3. People Leadership & Capability Building**

- Lead, manage and mentor the First Peoples Arts Mentors, while fostering a supportive, values-led and highly capable team culture.
- Support staff to work collaboratively and adaptively, and encourage reflective practice for effective problem-solving.
- Contribute to workforce capability building by identifying training needs aligned with cultural safety, trauma informed practice, creative skill development and program delivery requirements.
- Actively engage the Creative Director to support the artistic and creative development of the First Nations Arts Mentors.

## **Partnerships, Engagement & Sector Leadership**

- Develop and maintain positive relationships with First Peoples organisations, Aboriginal Community Controlled Organisations, arts organisations, justice partners and government stakeholders.
- Represent The Torch at sector forums, panels, events and key cultural gatherings.
- Engage with the broader arts industry to expand opportunities for First Peoples artists with lived experience of incarceration.
- Support regional engagement by strengthening partnerships, increasing regional program activity, and supporting First Peoples Art Mentors to deliver work across Victoria

## **General**

- Contribute to The Torch's advocacy efforts by providing advice, insight and program-based evidence.
- Support the CEO and Board through program reporting and participation in strategic discussions.
- Respond to complex program-related enquiries involving artist, staff and stakeholder matters as required, with cultural care and professionalism
- Undertake other duties as directed by the CEO or Creative Director, consistent with the seniority of the role.

## **Key Selection Criteria**

### **Desirable Skills and Experience**

- Strong understanding of the First Peoples arts sector and the role of arts in cultural expression, healing and/or community strengthening.
- Demonstrated experience building and sustaining strong relationships within First Peoples communities and/or organisations.
- Demonstrated ability to engage effectively with a wide range of stakeholders, including relevant government departments, arts organisations and/or community partners.
- Proven leadership experience, including managing, mentoring and supporting staff.
- Strong written and verbal communication skills, including reporting and public representation.
- Ability to manage complexity, resolve conflict respectfully, and work from a solution-focused approach.
- Capacity to think creatively and support teams to work innovatively and effectively.
- Willingness and ability to travel to Victorian correctional facilities and community sites.
- Current Driver's License.

### **Additional Desirable Experience**

- Experience working within justice, education or community-based settings.
- Experience delivering or overseeing community-based or participatory arts programs.
- Experience representing an organisation in sector forums, advocacy settings or public events.