

Job Description

The Torch First Peoples Program Manager

Recruiter details:

Anna Mercer

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Job Description

First Peoples Program Manager



Position Title:	First Peoples Program Manager
Reports 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 SCHADS Award
Salary Range:	\$110,110 – \$114,980 per annum (plus super), <i>commensurate with experience and in accordance with the SCHADS Award Level 6</i>

The Torch is seeking a First Peoples Program Manager to lead and support a team of First Peoples Arts Mentors and Cultural Researcher who work with Aboriginal and Torres Strait Islander artists impacted by incarceration.

This is a unique leadership opportunity within a First Nations-led organisation that sits at the intersection of art, culture, community and the justice system.

Reporting to the CEO, you will play a key role in supporting staff, coordinating program delivery and building and managing relationships with artists, community associations and other external stakeholders. The role combines people leadership, program coordination and relationship management, while helping ensure The Torch's work remains culturally strong, artist-centred and impactful.

We are open to candidates from a range of professional backgrounds, including (but not limited to) community services, Aboriginal organisations, youth work, arts organisations, justice, education, health or other community-focused sectors.

Job Description

First Peoples Program Manager



What you'll be doing

- Leading, mentoring and supporting a team of six First Peoples Arts Mentors and one Cultural Researcher
- Coordinating the delivery of programs across prison and community settings
- Building positive relationships with artists, community members and partner organisations
- Supporting staff with day-to-day problem-solving and decision-making
- Maintaining program records, reporting and administrative processes
- Working collaboratively with both the Program and Art teams to support positive outcomes for artists
- Representing The Torch within community and stakeholder networks

What we're looking for

We're interested in people who:

- Have experience leading, mentoring or supporting others
- Build strong relationships and communicate effectively with a wide range of people
- Take a strengths-based, culturally safe and non-judgemental approach
- Are organised and comfortable coordinating activities, people and competing priorities
- Have good administrative and reporting skills
- Are comfortable working in complex environments and supporting people with diverse life experiences
- Have a strong commitment to the arts, culture and community outcomes

You do not need to have held a senior executive role before. We're looking for someone with strong people skills, sound judgement, cultural capacity and the ability to support both staff and artists in a respectful and empowering way.

Why this role?

This is an opportunity to join a respected First Nations-led organisation and make a meaningful contribution to the lives of artists and communities across Victoria.

You'll be part of a supportive team, work alongside passionate colleagues, and have the opportunity to grow your leadership skills while helping shape the future of an organisation that is creating positive change through art, culture and connection.

The recruitment of this role is being managed by our external recruitment partner, Greenways Group. Please contact Greenways Group's Director Anna Mercer for a confidential conversation (contact details below).

If you would like to have a yarn with a representative of The Torch before submitting an application, please contact Kymbal McGrath, Operations Manager on 0499 805 412.

Anna Mercer

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