VMA Program Manager Position Description

Position Title	Program Manager
Team / Directorate	VMA Program Team
Reports To	Policy, Advocacy & Research Director/ or CE0
Supervisory Responsibilities	Program Officer, Governance and Secretariat Officer (2 FTE)
Nature of Employment	Full-time, 38 hours per week
Key Internal relationships	All areas
Award / Classification	Senior management position**.** Remuneration commensurate with skills and experience.
Location of role	Canberra with the option of hybrid
Employment Type:	12-month fixed-term appointment, with the possibility of extension.
Last Reviewed	October 2026

Overview of Organisation

Volunteering Australia is the national peak body for volunteering working to advance volunteering in the Australian community. Our mission is to lead, strengthen, and celebrate volunteering in Australia. We do this by promoting and advocating for volunteering and providing leadership at a national level.

Purpose of the Role

The Program Manager is responsible for designing and delivering the new Volunteer Management Activity (VMA), which Volunteering Australia will lead for the first time in 2027. The role requires extensive experience in managing major government programs at the intersection of policy and delivery, strong convening and presentation skills to build support for a new direction, and exemplary relationship management skills. It also requires sound political judgement at the Federal Government level, with the ability to ensure a nationally consistent work program within a federated organisational structure.

The role is also responsible for improving national program coordination, governance and consistency by embedding new delivery approaches and demonstrating outcomes.

Overview of the Program

The VMA aims to increase participation in volunteering by funding capacity building activities for volunteers, volunteer managers and volunteer involving organisations.

Volunteering Australia will lead the national governance and coordination of the VMA program and administer the total program funding of $37 million over five years from 2027.

In alignment with the overarching framework set out by the Department of Social Services, Volunteering Australia will be responsible for developing funding principles and decision-making frameworks for on-funding arrangements with state and territory Volunteering Peak Bodies who will undertake certain types of service delivery in their respective jurisdictions and provide grants to community organisations to do likewise.

Volunteering Australia will also lead the development of a significant suite of national projects, develop nationally consistent resources for volunteer managers and make these available on the

Duties and Responsibilities

- Lead the design and implementation of the new VMA program.
- Design and implement a strong project management framework for the delivery of the program.
- Maintain strong external relationships and build consensus with key program stakeholders in a collegiate and constructive way.
- Oversee the creation and management of high-level committee structures and arrangements for the governance of the program.
- Design and implement funding principles for on-funding.
- Negotiate and manage on-funding arrangements.
- Manage performance of on-funded organisations against milestones.
- Oversee the development and delivery of an on-funded community grants program delivered through the state and territory peaks.
- Lead and deliver a significant program of national projects, directly delivered by VA.
- Oversee the development of nationally consistent resources for defined target groups.
- Design and oversee a performance monitoring and evaluation framework, including managing data collection requirements.
- Manage the project budget for the VMA overall.
- Manage team performance and recruitment.
- Manage program risks.
- Review and report on the progress of the VMA implementation and delivery as

required, including to the Department of Social Services.
- Manage internal relationships to ensure an integrated approach, including with subject-matter experts (policy, advocacy, research, government relations, National Strategy for volunteering), corporate functions (finance, governance, HR) and the Executive in a collegiate and consultative way.

Essential Capabilities and Skills

- Extensive experience managing major government programs at the intersection of policy and delivery.
- Strong convening, co-design and presentation skills with the ability to bring the right people together and achieve consensus on a new approach to delivering outcomes.
- Exemplary relationship management skills, including experience collaborating with diverse stakeholders, building consensus and managing conflict constructively.
- Strong understanding of major grants management protocols and activities.
- Ability to lead others to deliver a new body of work from design through implementation to delivery, within time and budget constraints.
- Political judgement and awareness of the broader policy context in which the VMA and Volunteering Australia's work is couched, particularly at the Federal Government level and within a federated organisational model.
- Strong contract/funding agreement negotiation and performance management skills.
- Ability to lead and manage a small team to deliver, while delivering own work.
- Demonstrated capacity for critical thinking and writing to a professional standard.
- Excellent time management skills.

Desirable Capabilities and Skills

- Understanding of, or ability to quickly acquire understanding of, the volunteering ecosystem.

Compliance Requirements

- National Police Check.
- Working with Children Check.
- Comply with Volunteering Australia policies, procedures and Code of Conduct.
- Contribute to a safe, respectful and inclusive workplace and comply with applicable work health and safety requirements.

- Maintain confidentiality and appropriately manage sensitive organisational, program and stakeholder information.
- Undertake other reasonable duties consistent with the requirements and classification of the position.