

REACH

MANAGER

EVALUATION & IMPACT

POSITION:

Manager, Evaluation & Impact

RESPONSIBLE TO:

National Manager, Wellbeing

CONTACT DURATION:

Part time 0.6 FTE, Permanent

Being young is not without its struggles. Today's world is pretty complex and young people can experience a bunch of challenges that adults might not be able to relate to. One of the biggest hurdles is just having the confidence and support to be who they want to be.

There are currently over 4 million young people living in Australia, and Reach works with thousands of them a year. We have the best of the best working for us; designing and delivering workshops in schools and the community. Our workshops are 100% youth-led by our young crew, from design through to delivery, and the community we create out of these workshops is one that allows for deeper connection, a sense of belonging, and the dispelling of judgements. A preventative, instead of having to focus on symptoms in adult life.

OUR MISSION

Supporting young people to discover their power.

HOW TO APPLY

Our application process has 2 parts. You must provide BOTH if you want your application to be considered.

PART 1: SCREENING

Answer the following questions in a separate Word document with your name included:

1. What do you think are some of the critical elements needed to demonstrate the impact of a program?
2. Describe a time when you've gone on the "Hero's Journey" in your own life.
3. Why Reach?
4. Why are you looking to change roles at this point in your career?
5. What are your salary expectations and notice period (if applicable)?
6. Do you consent to Reach holding your personal information on file?

PART 2: CV AND KEY SELECTION CRITERIA

Provide your CV and a cover letter explicitly addressing all Key Selection Criteria in this PD (Qualifications/Experience; Skills; Values/Attributes/Attitude).

Email all documents to recruiting@reach.org.au, using the subject line: "Manager Evaluation & Impact application – YOUR NAME".

OUR VALUES

STAY YOUNG:

Being young is awesome and we need to hold onto that; our innocence, our risk taking and our love of life.

GIVE A SHIT:

Always give a shit by caring about yourself and others. Stay curious, challenge yourself and always look for what's under the surface.

BE YOUR WORD:

If you say you're going to do it, then do it.

SPEAK YOUR TRUTH:

If you have something to say then say it, even if it might be the unpopular opinion. Just be yourself, don't conform.

PRACTICE THE MAGIC:

Create moments of pure connection that give you goose bumps.

INSIDE AND OUT:

Live our work. Champion our values inside and outside the walls of Reach.

PURPOSE OF POSITION

Reach has a long history of evaluating our work to ensure we are having the impact we aim to. The last 12 months have seen us continue to review and enhance our evaluation processes. With a new strategic plan Reach's aim is to continue to build and strengthen what we are doing in this space.

The Evaluation & Impact Manager plays a vital role in enabling Reach to achieve its strategic objectives by contributing to our evidence-informed approach, expanding our evaluation processes, and increasing our ability to tell the story of our impact.

Responsible for delivering an evaluation framework across all Reach Programs. You will support systematic collection, analysis and reporting of workshop impact. You will champion a culture of evaluation and impact reporting throughout the organisation and flourish working within a youth organisation that values youth participation.

POSITION ACCOUNTABILITIES

- Manage and lead the ongoing implementation and review of Reach's evaluation framework across all Reach programs.
- Manage and lead the development, collection, detailed analysis and reporting of evaluation data to support workshop development and stakeholder feedback.
- Establish mechanisms and resources to adequately capture and analyse feedback from schools and other workshops to provide quick turnaround to stakeholders.
- Manage resources for workshop evaluation data to ensure data integrity and timely analysis and reporting.
- Ensure all Reach workshop evaluation methods are robust and consistently delivered.
- Expand regular and periodic reporting to stakeholder groups.
- Expand the utilisation of evaluation data for workshop development and review.
- Manage and lead the Evaluation and Impact working group.
- Manage and lead external partnerships relating to evaluation and research projects.
- Contribute to the development of skills and knowledge across teams and staff of evaluation processes and practices.
- Support Reach's evidence informed approach through ongoing review of current research relating to Reach programs, program logic and delivery model.
- Work collaboratively with various teams (particularly Programs, Marketing, and Fundraising and Development) and stakeholders to ensure the effective implementation of evaluation and impact processes.

OTHER RESPONSIBILITIES

- Ensure that responsibilities are delivered on time and with attention to detail, in line with the requirements and expectations established by the line manager
- Maintain an up to date understanding of, and commitment to, Reach's philosophies, programs and messages at all times and be able and willing to advocate for Reach, as opportunities arise
- Actively comply with Reach's Code of Conduct and all HR and OHS&E policies and programs, which include staff members accepting responsibility for taking reasonable care of their own health and safety and of the health and safety of others
- Contribute to a positive organisational culture and be a constructive and collaborative member of the team and the broader Reach organisation.
- Complete other tasks as required, in consultation with the line manager.
- Other responsibilities as required.

KEY SELECTION CRITERIA

QUALIFICATION / EXPERIENCE

- **Essential:** Tertiary qualification or higher in relevant discipline;
- **Highly desirable:** Post-graduate experience in evaluation and impact methods
- **Highly desirable:** Demonstrated ability to transform data into engaging marketing content
- **Essential:** Experience working with/in partnership with young people and interest in and understanding of issues that affect youth.

SKILLS

- Well-developed research, evaluation and monitoring skills including; design, data collection, quantitative and qualitative analytical techniques to support ongoing program development, reporting and stakeholder feedback.
- Extensive knowledge and experience in evaluation theories and methods, including program logic, theory of change and related approaches, and engaging and innovative impact reporting.
- Current knowledge relating to youth development, mental health promotion and prevention, and mental health and wellbeing in young people.
- Excellent written communication skills with the ability to convey data and findings in a highly credible, engaging and innovative manner, suitable to different audiences.
- Outstanding interpersonal and relationship building and collaboration skills with both internal and external stakeholders.
- Strong organisational and time management skills, initiative and the ability to successfully manage competing interests to achieve outcomes.

VALUES / ATTRIBUTES / ATTITUDE

- Commitment to the shared values and philosophies of Reach, including being open and willing to engage in Reach's work
- Positive, constructive, "can-do" attitude
- Strong collaborative approach in working with all other departments of Reach, in particular marketing to ensure our impact is communicated effectively with external stakeholders
- Resilient and optimistic
- Possessing a "growth mindset" and an openness to change

- Strong teaming orientation, with ability to be a great team contributor

ADDITIONAL INFORMATION AND REQUIREMENTS

- Reach is a child safe organisation and is committed to fostering a diverse and inclusive community of staff, crew and volunteers - a place where we can be ourselves and succeed on merit. As well as a comprehensive range of policies to protect the safety of young people, we offer a range of family friendly, flexible and inclusive employment policies to ensure that all people we work with are respected and valued, whatever their background.
- Applicants must have the right to live and work in Australia.
- Any offer of employment at The Reach Foundation is subject to a satisfactory Working with Children Check, identifying Reach as your employer, prior to starting employment at Reach and satisfactory National Police Records Check.
- This position can be based in either our Sydney or Melbourne locations.
- Salary packaging arrangements are available to all Reach permanent and fixed term contract employees.
- This is a part time role and some flexibility exists in the composition of days and hours by agreement, as long as business needs and accountabilities can be met.

WHY WORK AT REACH?

We are an inspirational and dynamic youth not-for-profit organisation that maintains a strong youth voice throughout our organisation.

Reach has a vibrant and collaborative culture where people are energetic and passionate about making a difference in the lives of young people to help them reach their full potential.

At Reach, we encourage our people to develop skills and to grow within the organisation. Also, our people have access to a range of competitive staff benefits and the opportunity to work in a creative and fun workplace with like-minded people working both independently and as part of a team.

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Overall, we are constantly striving to encourage our own people and all young people, no matter what their circumstances, to achieve their dreams.

MAKING A DIFFERENCE – THE REACH BRAND:

- We value people being real and honest with each other.
- We encourage people to think about and do things differently.
- Reach is a strong and well-known brand in the NFP sector with the support of large corporate partners.
- We are a progressive employer which embraces diversity and equality.
- Reach is built on a positive youth development model, promoting well-being by creating safe and supportive spaces where young people can share their stories and experiences, improve their self-awareness and build deeper, more meaningful connections.

FUN WORKPLACE:

- Our workplaces are creative and vibrant.
- Reach has a “young energy”.
- Staff, volunteers and visitors find Reach to be a warm and friendly environment.
- Our workplace vibe is fun with a lot of laughter, music and fun activities in the office.
- There are fun opportunities with other employees at camps and internal training sessions.
- Our open plan offices enable good contact and easy access to other employees.

GROWTH ORIENTED AND INSPIRING:

- We encourage people to follow their dreams, no matter what their circumstances.
- Reach encourages individuals to develop skills, careers and growth within the organisation.
- There are growth opportunities for crew and volunteers with suitable skills and experience to progress to staff roles.

OPEN COMMUNICATION AND SUPPORT:

- Our environment is very collaborative.
- Supportive peers and managers frequently celebrate small wins and group success.
- Managers are supportive of employee’s personal and professional goals.
- Managers are responsive to employee’s ideas and issues.
- Good communication systems enable employees to know what is happening at all levels of the organisation.

PEOPLE AND CULTURE:

- Employees are encouraged to be authentic and to be open with others.
- Our people are young at heart with lots of energy, enthusiasm and drive.
- Reach people are like-minded in terms of their interest in helping people to realise their full potential.
- We have a collaborative and supportive culture with ongoing celebrations and activities.
- There are opportunities to be creative at Reach, and creative things happen around you all of the time.
- Reach feels very much like working within a family business with family and friends.
- Reach's culture is vibrant and collaborative, and is built around the Reach values: Stay Young, Give a Shit, Be Your Word, Speak Your Truth, Practice the Magic, and Inside and Out.

EMPLOYEE BENEFITS

- Salary packaging increases the take home cash for staff via general expenses, meal and travel and hire, lease and entertainment packaging options.
- Our Employee Assistance Program offers free, confidential counselling for staff and their family members.
- We support good work-life balance for our people.
- We have a number of flexible work arrangements: for example, self-funded leave (up to extra 4 weeks per year; compressed work week; part-time roles).
- Paid study leave is available to our staff.
- We have a staff learning program for work-related development.
- Our staff can attend Reach programs.
- Our managers are supportive surrounding return-to-work following maternity leave.
- Reach offices (VIC and NSW) are easily accessible via transport links and close to shops and cafes.