



Program Managers (two positions)

Children First Foundation is seeking two outstanding people to manage our Miracle sMiles Program

About us

Children First Foundation is a Victorian based charity established in 1999. We collaborate with exceptional surgeons, hospitals and health professionals to enable life-changing surgery in Australia for children from countries without the necessary resources.

We provide 24/7 care for approximately 23 children each year in a purpose-built home-away-from-home environment at our 43-acre Retreat in Kilmore. This location provides a peaceful setting for children who have come from remote villages, or countries affected by conflict and political unrest.

The positions

Program Managers will be based at Kilmore where they will be responsible for management of our Miracle sMiles Program. This program is built on the philosophy of holistic care which encompasses the physical, psychological, emotional, educational and cultural needs of the children who are away from family and home, and preparing for major surgery.

Under your careful and thoughtful management children will be prepared, informed and confidently ready for surgery; they will undergo recovery and rehabilitation; and eventually return home to their family, friends and community.

The Program Managers will work as a team, supporting and handing over to each other to ensure continuity of care for the children. The Program Managers will also manage, lead and inspire a passionate team of staff and volunteers who undertake after-hours responsibilities at the Retreat.

Hours of duty are below, and includes shared weekend on-call

Position 1:

Monday and Tuesday: 8am – 6pm

Wednesday: 8am – 1.30pm

Position 2:

Wednesday: 12.30pm – 6pm

Thursday and Friday: 8am – 6pm

Skills

Ideally you will have experience working with children, an understanding and appreciation of diverse cultures, and some practical experience or knowledge of the health system as it relates to children. You will be flexible, have outstanding organisational and project management skills and the ability to budget and multi-task.

You will have exceptional interpersonal skills to communicate with various stakeholders including surgeons and health professionals, hospital staff, Foundation supporters and culturally diverse communities.

Most importantly you will have empathy, compassion and commitment to care for the children in the absence of their own parents.

In return, you can expect a wonderfully diverse environment where challenge is counterbalanced with inspirational moments that are rewarding and emotional.

There is a degree of travel involved with these roles, taking children to hospital and medical appointments, and driving between Kilmore and North Melbourne for meetings with colleagues, so a current Victorian driver's license is essential. Also, because of the nature of the role, a Police check and Working with Children Check are mandatory.

In addition to your salary, these roles offer a generous package including the availability of on-site accommodation, company vehicle and utilities.

For additional information and a Position Description, please call Elizabeth Lodge on 03 9329 4822.

To apply for the Program Manager positions, please email your application, including a cover letter and curriculum vitae, to"

Elizabeth Lodge
Chief Executive Officer
ceo@childrenfirstfoundation.org.au