



Position Description – Program Manager

Reporting Lines

The Program Manager reports to the CEO

Each Program Administrator reports to the Program Manager

Responsibilities

1. Appoint and manage a Program Administrator for each of Bilbila's programs and services, including:

South Australia - Ear and hearing health project with NACCHO

Victoria – Youth leadership program with Magic Moments Foundation

Sydney region - Cultural Education Program

Bilbila Gift Fund

Bilbila Primary School

2. Present proposals for new programs and services to the Board of Directors for its consideration.

3. Manage amendments to the Bilbila constitution, if required, for new or existing programs and services.

4. Conduct an annual review of the Bilbila constitution and provide a report to the CEO to ensure that:

the current activities of Bilbila are in accordance with the Constitution

Board decisions are in accordance with the Constitution

the Bilbila constitution is amended, if required, for new or existing programs and services

5. Conduct a monthly review of the financial status of Bilbila and report to the CEO

6. Manage the production of the Bilbila Annual Report