



Program Delivery Manager

Position Description

About us

Bicycle SA is the peak body for recreational cycling in SA. We promote all types of cycling including recreation, transport, health and for the environment. Bicycle SA also operates government funded community programs to support health, wellbeing, and education outcomes to our remote indigenous communities through our Bikes Palya program. Bikes Palya translates the excitement of cycling into learning opportunities for Aboriginal youth through programs that reinforce values of pride and responsibility while creating a healthy pastime. Bikes Palya aims to drive attendance rates higher and to engage with typically hard to reach youth through the power of the bike. In 2022 Bicycle SA is introduced Team BSA, a new program designed to help support marginalised youth aged 12-24 to develop life skills, including through educational and vocational skills to prevent them from becoming entrenched in the criminal justice system and to promote inclusion and build community resilience.

About the role

Provide strategic and operational leadership of these programs and oversee the successful delivery of Bikes Palya & Team BSA programs to ensure the required outcomes are achieved.

Tasks & responsibilities

- Implement and deliver Bicycle SA programs into our regional communities through consultation with the appropriate stakeholders.
- Manage a small, dedicated team by leading and coaching them to deliver the necessary outcomes of the programs.
- Rostering casual staff to attend communities for the delivery of our programs.
- Work in collaboration with staff members and volunteers to ensure the effective implementation of our Strategic Plan.
- Manage briefings for field staff delivering the programs.
- Develop and maintain positive relationships within our regional communities to increase the opportunities for other support partners be involved by way of corporate partnership and/or a philanthropic support.
- Prepares budgets in line with our operational plans for acceptance by the CEO and the Board and determine allocation of funds for supplies, equipment, and facilities.
- Oversee the acquittal process for each grants program by keeping expenditure records.
- Identify new grant opportunities via Smarty Grants and other grant platforms
- Development of submissions, including funding submissions implementation of programs and reporting on activities of projects to the CEO.
- Responsible for the direct supervision of employees and volunteers and carries out supervisory responsibilities in accordance with the organisation's risk policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

For more information or to apply employment@bikesa.asn.au