

Job Title:	Health Programs Assistant Director	Location:	Australia
Team:	Health Programs	Position Type:	full-time
Award:	Social, Community, Home Care and Disability Services Industry Award 2010	Level:	7
Reports to:	Health Programs Director		
Direct Reports:	5		
Primary Job Purpose			
The Assistant Director reports to the Health Programs Director and is responsible for managing the development and implementation of FARE’s National FASD Program. The role is responsible for planning, coordinating and executing the activities undertaken within the National FASD Program. The Assistant Director is responsible for project and budget management, stakeholder engagement, procurement, contract management and reporting, and building key relationships to ensure FARE’s programs are successful. This role will take responsibility for managing new and existing health promotion initiatives within the Program, developing project plans, including milestones and budgeting, and will delegate key project tasks to their team for implementation. They may also provide strategic advice to guide the development and implementation of FARE’s health promotion initiatives.			
Responsibilities			
• Provide strategic advice on formative research, in the development of health promotion materials, and the dissemination of health promotion materials. • Lead the implementation of FARE’s National FASD Program Grant activities in line with contractual agreements and key milestones, including project management, budget and risk, and delegation to appropriate Health Promotion Advisors. • Manage the Health Promotion Advisor Team, through work delegation, performance management and advice and support. • Manage the day-to-day activities of the Health Programs team and support and mentor team members working in the team. • Support the Health Programs Director in the development of Health Promotion Grants applications. • Represent FARE at key stakeholder meetings and present at public forums including conferences. • Engage and build strong relationships with potential and current key stakeholders. • Review and provide feedback on material developed by both FARE staff and subcontractors. • Prepare reports for FARE as required including for operational updates and Board papers. • Adhere to all requirements of the Work Health Safety Act and Regulations, both personally and in relation to the other staff and the company in general. • Perform other duties as directed by the Health Programs Director and CEO. • Apply the principles and practices of FARE and adhere to the company’s Values and Code of Conduct			
People Management	The position has direct line management responsibilities.		
Budget Management	The position has budgetary responsibilities.		

Capabilities			
Qualifications/ Experience		Essential: • 5+ years' experience in a senior project management role • Tertiary qualifications in public health, communications, management or another relevant field • 3+ years' experience in managing people or teams. Desirable: • Experience in or involvement with behavior change campaigns • Experience working with Aboriginal and Torres Strait Islander communities and Aboriginal community controlled health organisations	
Knowledge/ Skills		• High level project management and coordination skills • Exceptional communication skills, both verbal and written • Strong negotiation skills • Experience or involvement with health promotion and/or behavior change campaigns • Experience in financial management, including managing project budgets • Strong organisational and stakeholder management skills, including demonstrated ability to work with people at all levels • Experience in end to end project management of grants and programs. • Advanced computer skills, including Microsoft Office products • Ability to exercise sound judgment and initiative	
Approved By:	Ayla Chorley	Date/Time:	30 September 2026
Last Updated By:	Kristie Cocotis	Date/Time:	30 September 2026

