



Position Description

January 2024

IMF National Health and Education Fitness Program Manager

The Indigenous Marathon Foundation (IMF) was founded in 2010 by World Marathon Champion and current Foundation Director, Robert de Castella AO MBE. The IMF is a National Health Promotion Charity that strives for a reconciled, unified, and healthy Australia. IMF supports and celebrates Aboriginal and Torres Strait Islander peoples, cultures, strength, and achievements, through running (and walking).

Demand for IMF services is growing and as part of program delivery growth, operational excellence and regional expansion, IMF is seeking a National Health and Education Fitness Program Manager.

The National Health and Education Fitness Program Manager will:

- Oversee the strategic development of key IMF programs (in particular Running and Walking – RAW, and Indigenous Communities for Activity and Nutrition (I-CAN)) to achieve community impact, KPI's and grant funding outcomes
- Develop and maintain strong relationships with new and existing communities across Australia, including volunteers, and community organisations to plan, coordinate and support RAW and I-CAN delivery
- Strengthen existing community capacity and build on the growing popularity of running and walking.
- Drive growth and business development of IMF RAW and I-CAN programs nationally
- Oversee IMF RAW and I-CAN program governance including processes, legal and regulatory requirements and reporting requirements
- Develop and lead execution of major IMF RAW and I-CAN events in the region, including National RAW Championships, National I-CAN Championships, and Run Leader Forums.
- Ensure adherence to Grant Funding program deliverables and KPI's (whether government funded, privately funded or IMF funded)
- Manage key stakeholders
- Drive IMF awareness and brand reputation

Experience consulting and working with Aboriginal and Torres Strait Islander peoples/communities/heritage is a must and although we welcome applications from a wide range of applicants, our ideal candidate will be of Aboriginal and/or Torres Strait Islander heritage and hold strong community connections.

We're looking for someone with experience and skills including:

- Qualifications in health science, sport science, sport or management are preferred
- Previous experience in developing and delivering strategies for health related or sport programs
- Demonstrated leadership experience in community and allied health program delivery or sports program delivery to meet KPI's and targeted outcomes



- Experience in development and management of accreditation or certification programs
- The ability to develop, lead, plan, coordinate, and deliver community events or, previous experience in planning, coordinating, management and delivery of community events
- The ability to build strong and sustainable relationships with communities and stakeholders
- Capturing data from program activity and reporting outcomes to State and Federal funding bodies
- Financial experience managing and delivering programs to budget
- An understanding of state school-age education departments and policies
- It is essential you possess Working with Children and/or Working with Vulnerable People accreditation

What you'll be doing:

- Leading health outcomes through supporting and growing IMF community programs including IMF RAW and I-CAN programs
- Providing day-to-day leadership, support and guidance to IMF community / program volunteers including capacity building and increased engagement
- Leading program development of IMF RAW and I-CAN including assessment of program performance and 'the program product'
- Leading business development for IMF RAW and I-CAN
- Overseeing the collection of data across IMF RAW and I-CAN programs for monitoring, evaluation and reporting purposes
- Determining future likely RAW and I-CAN program delivery locations
- Working in tandem with Regional Managers (Northern and Southern) as part of RAW and I-CAN management and delivery
- Coordinating and event planning IMF RAW and I-CAN events in regional and remote areas (e.g. Run Leader forums, fun runs, community events etc)
- Working with stakeholders including community members, local and State Governments, health organisations and key IMF supporters and partners
- Driving IMF brand awareness and program recognition
- Working remotely, autonomously, and sometimes delivering programs under tight deadlines
- Supporting the IMF Executive on day-to-day program deliverables
- Overseeing RAW and I-CAN budgets

And if you possess most of the below that would be an advantage:

- Strong community networks
- Knowledge of Aboriginal and Torres Strait Islander culture
- Experience in developing policy and/or project governance documents
- Experience in education
- Experience reporting to Government Departments regarding Grant deliverables
- Working with volunteers and understanding the dynamics of volunteer relationships
- Experience and an interest in running, fitness and sport



Key Working Relationships:

- IMF CEO
- IMF General Manager
- Indigenous Marathon Program (IMP) Manager and Coach
- Indigenous Communities and Nutrition (I-CAN) Officer
- Regional Manager (Northern)
- Regional Manager (Southern)
- IMF Fundraising and Partnerships Manager
- IMF RAW Run Leaders and regional volunteers

Role location

The role is preferred (but not essential) to be in Canberra (ACT). The role will require travel to the IMF Northern Office in Cairns (Qld) and the IMF Southern Office in Adelaide (SA) and into regional and remote areas across Australia.

Remuneration

We are offering a competitive remuneration package for the correct candidate along with the associated FBT packaging benefits of working for a health promotion charity.

How to apply

Please send a cover letter and a copy of your CV to the IMF General Manager Greg Wallace – greg.w@imf.org.au (Please limit your cover letter to two pages maximum)

We plan to appoint this newly created role as soon as possible and may appoint the right candidate prior to applications closing.

For further information about the IMF and our programs, please visit: www.imf.org.au

We thank you for your time and interest in this role!