TE MANAWA WHANAUNGATANGA MŌ NGĀ TAMARIKI KATOA

The heart of relationship for every child

ChildPlayWorks

Programme Manager – Position Description

Position: Programme Manager
Organisation: ChildPlayWorks Charitable Trust
Employment Arrangement: Part-time, contract for services
Hours: Approximately 10–15 hours per week
Location: Remote working
Accountable to: ChildPlayWorks Board of Trustees

Position Purpose

The Programme Manager provides operational leadership for the ChildPlayWorks Clinical Child-Centred Play Therapy (CCPT) Training Programme, ensuring effective programme delivery, professional standards, positive working relationships and organisational sustainability.

Working collaboratively with the Board of Trustees, CPW Director/Consultant and administration team, the Programme Manager supports the ongoing quality and development of the programme.

Key Responsibilities

- **Programme Management:** Coordinate programme delivery, scheduling, workshop operations and resources.
- **Team Leadership:** Provide supportive leadership, coordination and communication across the training team.
- **Trainer Development:** Oversee trainer development pathways, professional learning and competency review processes.
- **Trainee Support:** Promote a positive learning environment, effective communication and trainee wellbeing.
- **Quality Assurance:** Monitor programme standards, evaluations and continuous improvement.
- **Governance and Reporting:** Provide regular operational reports and recommendations to the Board of Trustees.
- **Organisational Sustainability:** Support financial oversight, risk management and effective use of resources.
- **Professional Relationships:** Foster collaborative, respectful relationships with trainers, trainees, supervisors and stakeholders.

Key Attributes and Experience

The successful applicant will demonstrate:

- Strong organisational, leadership and management capabilities.

- Excellent interpersonal and communication skills.
- Emotional intelligence, integrity and sound professional judgement.
- A collaborative, supportive and solutions-focused approach.
- Initiative, adaptability and effective problem-solving skills.
- Commitment to professional excellence, accountability and continuous improvement.

Experience in programme management, education, health, counselling or the not-for-profit sector is desirable.

Specialist play therapy knowledge is not essential, as clinical guidance is provided. However, a willingness to develop an understanding of Clinical Child-Centred Play Therapy and the ChildPlayWorks philosophy is important.

Professional Accountability

The Programme Manager is responsible for the operational management of the training programme and is accountable to the Board of Trustees.

The CPW Director/Consultant retains responsibility for safeguarding the programme's clinical philosophy, integrity, fidelity and intellectual property.

Together, these roles support the continued excellence, sustainability and child-centred values of ChildPlayWorks.