



**JOB TITLE: Program Coordinator**

**LOCATION: Australia-wide**

**RESPONSIBLE TO: Director for Defence Members (Melbourne based)**

**RESPONSIBLE FOR: n/a**

**KEY CONTACTS:**

- Prince's Trust Australia Senior Management Team
- Potential participants, including transitioning defence members, veterans, and family members of current or former serving personnel
- Enterprise program alumni
- Program facilitators and operational staff of Prince's Trust Australia partners

**PRINCE'S TRUST AUSTRALIA**

Prince's Trust Australia's mission is to deliver social impact, by transforming lives and building sustainable communities in Australia. We achieve this by:

- Promoting Enterprise Skills among Australians, by supporting Australian youth to make the journey from education into employment and helping military veterans and their families to transition into self-employment.
- We promote Sustainable Communities, by encouraging Australians to embrace the best in sustainable urbanism and support young professionals to enter into traditional trades and design.

Prince's Trust Australia is part of The Prince's Trust Group. The Prince's Trust Group provides meaningful support to young people, Indigenous communities, military veterans and environmental projects. The Prince's Trust Group is a global network of charities founded by His Royal Highness The Prince of Wales. It includes work carried out by Prince's Trust in Australia, and affiliated charities in New Zealand, Canada, the United Kingdom and a range of other countries through The Prince's Trust International.

## CORE VALUES

- **Approachable:** We are open-minded and value diversity
- **Non-judgmental:** We focus on the potential, not the past
- **Inspiring:** We lead by example
- **Empowering:** We enable positive change
- **Passionate:** We are absolutely committed to supporting Australians

## RESPONSIBILITIES AND SUCCESS CRITERIA

The Program Coordinator will be responsible for Prince's Trust Australia's national Enterprise program for veterans and defence families exploring self-employment and preparing for the future of work. Due to COVID-19 restrictions, the program is currently delivered digitally. Blended programs (face-to-face and digital) will resume from 2021.

The Program Coordinator will be responsible for program outreach, design and delivery, and ongoing community engagement. An ideal candidate is passionate about inspiring and supporting others, with strong relationship management skills, creative problem solving, self-management, and a capacity to adapt language and delivery to differing environments.

The Program Coordinator will be the 'face' of Prince's Trust Australia for program participants. Prince's Trust Australia will support the Program Coordinator with appropriate training to successfully implement programs that reflect Prince's Trust Group values.

The Program Coordinator may be required to travel interstate from 2021.

### 1. Program Delivery

- a. **Cultivation:** Develop and deliver outreach activities to engage potential Enterprise participants.
- b. **Design:** Assist the Director and Enterprise facilitators to adjust program design as applicable to different audiences. Lead the design and delivery of Prince's Trust Australia's new Enterprise accelerator program in 2021.
- c. **Delivery:** Responsible for the delivery of Prince's Trust Australia's monthly Enterprise program. This includes, but is not limited to, briefing participants and guest speakers, preparing all logistics and materials, briefing Enterprise facilitators, managing incident reports, and complying with Prince's Trust Australia's safeguarding policies.

## 2. Program Operations

- a. Partnerships: The Program Coordinator will engage in collaborative relationships with external suppliers, ex-service organisations, and internal stakeholders.
- b. Community Building: Responsible for ongoing engagement of Enterprise alumni through face-to-face and digital activities and communications strategies, including content design, distribution, and awareness campaigns.
- c. Review: Responsible for maintaining impact measurement and evaluation systems per program and conducting regular assessments of the Enterprise content and operational framework.
- d. Business Resources: Develop and/or deepen knowledge of the Australian small business sector to better support participants of the program. This may include an awareness of current business initiatives or networks of business support agencies, design thinking and start-up methodologies, and/or a strong understanding of the Australian small business landscape. The Program Coordinator is responsible for communicating business advice and guidance safely.

## PERSONAL ATTRIBUTES

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| <b>Skills:</b> | <ul style="list-style-type: none"> <li>• Passionate about supporting Australian communities</li> <li>• Ability to work flexibly, practically and proactively</li> <li>• Outstanding interpersonal and communication skills</li> <li>• Exceptional administrative and event management skills</li> <li>• Positive and proactive, open to change and feedback</li> <li>• Listens to others and adapts communication to suit them</li> <li>• Resourceful self-starter with excellent organizational skills</li> <li>• Creative problem-solver and opportunity-focused mindset</li> <li>• Comfortable working within a small, dynamic team with a diverse portfolio</li> <li>• Commitment to, and alignment with, Prince's Trust Australia's values</li> </ul> |
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| <b>Experience:</b> | <ul style="list-style-type: none"><li>• Proven enabler, empowering others with confidence and creativity and encouraging entrepreneurial mindsets</li><li>• Demonstrable experience in program management</li><li>• Experience working independently and with small teams</li><li>• Experience working with diverse audiences</li><li>• Knowledge of entrepreneurship, small business and/or the Australian defence community</li></ul> |
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## TERMS OF EMPLOYMENT

Working Hours: 38 hour working week, across Monday to Friday. The role may involve commitments required outside of regular working hours, including events and interstate travel from 2021. The office of Prince's Trust Australia is based in Melbourne. Successful applicants from interstate will be required to work remotely.

Contract: Full-time.

*The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*