

## **Position Description**

**Title:** Project Lead, Playblocks

**Salary:** \$70-75K per annum Pro rata depending on qualifications and experience. The Venny Inc is a charitable organisation and offers Salary Packaging Benefits through Community Business Bureau. [cbb.com.au](http://cbb.com.au)

**Employment Type:** PT Fixed term contract (6 months)

**Time Fraction:** 0.5

**Work Location:** The Venny, 85 Kensington Rd, Kensington and project sites in North Melbourne and Flemington (tbc) or remote depending on COVID level.

**Approved by:** Kirsty Ellem, Acting General Manager.

The Venny was established in 1981 and is a free communal backyard and adventure playground designed for children and young people aged 5 to 16 years. The Venny is a unique community cultural space that supports intercultural play, therapeutic support and social cohesion. The Venny helps to build bridges of trust, increase life opportunities, build socio emotional capacity for children and young people and break the cycle of intergenerational disadvantage.

The Venny's mission

Breaking the cycle of disadvantage, by supporting children to be their best through play, education, guidance and early intervention.

We seek to engage vulnerable children and young people in prevention and early intervention play and support programs within a therapeutic environment made up of trees, plants, vegetables, food, water, fire, sand, earth and animals. Our vision is a community where all children and young people have the capacity, support and networks to participate fully in life and make positive and healthy choices.

Playblocks is a new project initiative that extends the Venny play experience and integrated prevention model into other communities. Initially the communities of North Melbourne and Flemington (TBC – awaiting funding confirmation) that experienced the hard lockdown in 2020.

## **Position Summary**

The Project Lead, Playblocks will have significant leadership of this new initiative. You will build stakeholder relationships externally with community, partner organisations and funders in collaboration with senior leadership. You will develop and implement a project plan with consideration for quality experiences for children our stakeholders and with the vision to build this program for the future.

Evaluating and establishing sites with partners. You will collaborate with the play operations team to manage the onsite delivery of play at the sites, lead the evaluation and reporting on the project outcomes.

### **Reporting Lines**

<b>Reports to:</b>	Acting General Manager
<b>Supervises:</b>	Playworkers
<b>Internal Relationships:</b>	Program Manager
	Business Development Manager
	Youth Development Specialist
	Playworkers

### **External Relationships:**

Project Stakeholders  
Site partners  
Children and young people  
Parents and community members  
Funding bodies

### **Organisational Accountabilities**

The Venny is committed to the health and safety and wellbeing of its staff. The Venny and its staff must comply with a range of statutory requirements, including equal opportunity, health and safety, privacy and child safety. The Venny also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working. Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

### **Key Accountabilities**

#### **Program design and management**

- Develop a project implementation plan with key milestones that identifies partners and key obligations and maps the evaluation framework.
- Develop an appropriate local governance or reference framework for each site.
- Contribute to the ongoing development and improvement of the program working collaboratively with Children and Young People and The Venny team.

#### **Individual and group therapeutic support**

- Working within The Venny's therapeutic support framework, in the new project settings identify partnerships and referral networks for each site.

- Work with The Venny Care Leadership Team to implement appropriate care processes into new play sites and programs.

### **Partnership/ Stakeholder Relationship management**

- Collaborate with the Business Development Manager and Senior leadership to identify opportunities for program development and potential to grow.
- Meet with key stakeholder and report to stakeholders as identified in the plan.
- Ongoing reporting to The Venny management, Board and funding bodies and other stakeholders

### **Participant Engagement**

- Collaborate with partners to engage new participants into the program.
- Design and implement activities, programs, and opportunities for play, skill development and mentoring that meet young peoples' needs in collaboration with the play team
- Identify community needs and adapt program where necessary.

### **Risk Management, Child Safety and OH&S**

- Design and commit to child safe practices in the implementation of the program.
- Assess sites and programs in line with the supervised adventure playground risk management framework.
- Contribute to a risk plan for the project in partnership with the General Manager.
- Seek permits and collaborate with the Administrator to ensure that appropriate paperwork and permissions are undertaken.
- Ensure the program complies with risk and safety procedures,

### **Reporting, Management, Marketing and Administration**

- Attend regular Venny staff meetings, and professional development as required.
- Prepare Reports
- Use the organisation systems, trello, xero, teams, Microsoft office and others, contribute to social media, project marketing and documentation.
- Manage program budget.

### **Key Selection**

- Demonstrated project management experience in either a development, community, or social impact setting with CALD Communities.
- Demonstrated experience in team leadership, developing and administering programs, tracking, and reporting on programs and budgets.
- Demonstrated experience in managing complex stakeholder relationships.
- Relevant Tertiary Qualifications in project management, youth work, social work, community development, education or community arts development or equivalent experience.

- Current Level 2 First Aid Certificate, Working with Children Check and Police Check

### **Highly Desirable**

- Existing relationships or connection with the North Melbourne or Flemington Communities.
- An understanding of trauma informed practice and experience in applying it with diverse children and young people.
- Demonstrated experience of using play in community settings or therapeutic settings.
- Understanding of play practice and implementation.
- Ability to implement behaviour support strategies, particularly preventative approaches including a willingness to play. This includes experience and leadership with conflict resolution such as responding to aggressive behaviour and/ or violence.
- Speak any of the following languages Somali, Arabic, Amharic
- Food Handling Certificate
- Motor Vehicle Licence