

## POSITION DESCRIPTION

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**Position:** Dolly Parton's Imagination Library Relationship Champion (Regional NSW)

**Reports to:** DPIL Partnerships Lead (Brighter Beginnings Project Manager)

**Location:** TBD

**Status:** Part Time 4 days / 30.4hours a week

**Job Classification:** Pay Scale 3.1 SCHDS Classification

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## UNITED WAY AUSTRALIA

We have been helping Australians in communities of disadvantage to reach their full potential for more than 60 years. Our model of change is to empower children and young people through flagship early childhood and youth employment initiatives. We also work to develop new approaches which challenge the status quo in tackling complex social issues, including our innovative business park model and collective impact work.

United Way Australia is affiliated to United Way Worldwide, the world's largest privately funded non-government organisation (NGO) working in over 41 countries and embedded in over 1,800 communities. With more than 130 years of experience globally in tackling community disadvantage and developing effective business-community partnerships we have a large knowledge and resource bank to support us.

## DOLLY PARTON'S IMAGINATION LIBRARY

United Way Australia is the local licensee of the Dolly Parton Imagination Library (DPIL) program across Australia working in partnership with government, businesses and community groups.

DPIL is a low cost, community-based book gifting intervention to prepare children for school. It was established to overcome many of the barriers of traditional early years literacy development programs.

## ROLE PURPOSE

The Local Government Area Coordinator role plays a key role in supporting local councils and/or community partners to effectively administer the Imagination Library and associated supports in their community.

## KEY RESPONSIBILITIES

Describe each key responsibility and then estimate the percentage of time typically aligned to this area	%age of time
<p><i>Program Support</i></p> <ul style="list-style-type: none"> <li>Positively support existing partners and problem solve issues to ensure the program is clearly understood and promoted locally</li> <li>Respond to enquiries from local councils and/or community partners regarding the implementation and ongoing management of the Imagination Library in their community</li> <li>Motivate local councils and/or community partners to meet enrolment targets by building relationships and promoting the Imagination Library</li> <li>Respond to enquiries from parents and community members</li> <li>Provide support for wraparound services, such as playgroups and baby book time</li> <li>Capture feedback and escalate any known issues to United Way DPIL Partnerships Lead</li> </ul>	50%
<p><i>Promotion</i></p> <ul style="list-style-type: none"> <li>Support local councils and/or community partners to promote the program in their area via social media and media opportunities</li> <li>Proactively seek case studies and contribute ideas for parent newsletter and social media</li> </ul>	20%
<p><i>Database Management</i></p> <ul style="list-style-type: none"> <li>Support local councils and/or community partners to effectively manage their enrolments using the Book Order System (BOS)</li> <li>Add and remove users from BOS as necessary</li> </ul>	5%
<p><i>Program Resources</i></p> <ul style="list-style-type: none"> <li>Coordinate enrolment forms</li> <li>Coordinate special orders for books and maintain book pick list</li> <li>Liaise with relevant parties to keep stock of and reorder books that are gifted at enrolment</li> </ul>	10%
<p><i>Program Planning</i></p> <ul style="list-style-type: none"> <li>Contributing to program delivery outcomes by contributing to weekly meetings with the DPIL Partnerships Lead</li> </ul>	10%
<p><i>General Administration</i></p> <ul style="list-style-type: none"> <li>Maintaining records where necessary</li> <li>General office administration</li> </ul>	5%

## KEY RESULT AREAS

Describe each key results area aligned to this area	Measurement
Respond to and resolve incoming enquiries from local councils, parents and general public	100% complete
Add and remove BOS users as required	100% complete
Coordinate enrolment forms	100% complete
Provide content for social media and newsletters	3 x per year
Coordinate special orders and maintain book pick list	100% complete

## **AUTHORITY & DECISION MAKING**

Describe each area, being specific about to what level of authority of financial threshold they have responsibility for:
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Maintain book pick list

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	Cert 3 or equivalent 2-3 years experience in administration / coordination role	Cert 4 Business Admin or Qualifications in Early Childhood Development or Literacy degree
<b>Experience</b>	<p>Demonstrated experience including:</p> <ul style="list-style-type: none"> <li>• Experience using a variety of databases and computer software</li> <li>• Experience in customer relations and ability to work positively with a broad range of people from various backgrounds</li> <li>• Experience working to conflicting deadlines and self-managing workload</li> <li>• Experience working in a small team environment</li> </ul>	Cross functional experience working in organisations with multiple teams
<b>Skills &amp; Aptitudes</b>	<p>Successfully demonstrated evidence of:</p> <ul style="list-style-type: none"> <li>• Capacity to manage multiple priorities and work independently and in a team</li> <li>• Ability to take initiative and motivate others</li> <li>• Ability to resolve complex issues and find solutions</li> <li>• Good written and verbal skills; interpersonal communication</li> <li>• Good attention to detail</li> <li>• Computer literacy</li> </ul>	Sound working knowledge of MS Office
<b>Knowledge</b>	<p>Successful demonstrated:</p> <ul style="list-style-type: none"> <li>• Knowledge of business systems including financial processes</li> <li>• Knowledge of early childhood literacy</li> </ul>	Previous experience coordinating workflow and collaborating with a Finance team to generate invoices and financial reports for external stakeholders
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Exemplary ethics with high work standards</li> </ul>	Demonstrated ability to work remotely under minimal supervision
<b>Other</b>	<ul style="list-style-type: none"> <li>• Commitment to UWA vision, purpose and values</li> <li>• Culture fit with organisation and team</li> </ul>	Prior experience of working within early years development

Note: Working with Children check - mandatory