



## POSITION DESCRIPTION

<b>Position Title:</b>	<b>Education Program Coordinator – Dandenong</b>
<b>Location:</b>	<b>Dandenong &amp; Box Hill (as needed)</b>
<b>Reporting to:</b>	<b>Team Leader – Education Programs</b>
<b>Direct Reports:</b>	<b>Nil</b>

### ORGANISATIONAL CONTEXT

#### Our Vision

The Society aspires to be recognised as a caring Catholic charity offering ‘a hand up’ to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

#### Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ in the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

#### Our Values

- Commitment: Loyalty in service to our mission, vision and values
- Compassion: Welcoming and serving all with understanding and without judgement
- Respect: Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- Integrity: Promoting, maintaining and adhering to our mission, vision and values
- Empathy: Establishing relationships based on respect, trust, friendship and perception
- Advocacy: Working to transform the causes of poverty and challenging the causes of human injustice
- Courage: Encouraging spiritual growth, welcoming innovation and giving hope for the future

#### Our Services

The St Vincent de Paul Society’s members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include our welfare call centre and conference services; youth programs; soup vans; assistance for asylum seekers and refugees; education programs; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated ‘members’; all who volunteer their time to undertake a range of community support activities at a local level (‘conference’), semi-regional level (‘regional’), regional level (‘central’), and state level (‘state’). There are also a number of volunteers who form part of collaborative state and national committees, across special works programs and in the Vinnies Shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. Across Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers worldwide.



## PURPOSE OF ROLE

The Dandenong Education Program runs as a tutoring program. The program supports children to develop emotional, social and academic confidence. The Dandenong Education Program Coordinator is responsible for the planning, operation, management and reporting of the program. They will recruit, induct, train and support volunteers; enrol students; develop resources; keep accurate records, report weekly statistics and support the sustainability and growth of the program.

## KEY ACCOUNTABILITIES

Key Accountability	Deliverables
<b>Contribute to the organisational culture</b>	<ul style="list-style-type: none"> <li>• Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society's values are incorporated into all aspects of the performance of the role</li> <li>• Respect the Catholic values inherent within the Mission of the organisation and the expression of spirituality and reflective practice in the workplace</li> <li>• Positively contribute to and influence organisational culture</li> <li>• Actively participate in activities that develop your personal and professional skills, knowledge and experience</li> <li>• Regularly attend and actively participate in all team / divisional and organisational meetings</li> <li>• Contribute to developing a culture of continuous improvement and respond positively to change</li> <li>• Contribute to the education team and uphold the team's values and commitment to a growth mindset</li> <li>• Adapt to changing circumstance in the workplace and adhere to Covid safe workforce planning</li> <li>• Work independently from a home office, demonstrate a commitment to child safety including the cultural safety of Aboriginal and Torres Strait Islander children, children from diverse cultural, linguistic and/or religious backgrounds, children who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual (LGBTIQIA), and children with a disability.</li> </ul>
<b>Safety - Staff</b>	<ul style="list-style-type: none"> <li>• Take reasonable care for your own safety and that of others who may be affected by your actions or lack of actions</li> <li>• Identify and report hazards within 24 hours of them occurring on the incident reporting system</li> <li>• Manage day to day risks in line with policy and procedures</li> <li>• Maintain all training and complete compulsory modules in a timely manner</li> </ul>
<b>Volunteer recruitment, induction and training</b>	<ul style="list-style-type: none"> <li>• Interview, screen, select, induct and train volunteers</li> <li>• Ensure all volunteers have current Working with children checks &amp; National Criminal History Checks and that they abide by the SVDPV Code of Conduct and child safety standards</li> <li>• Provide regular training opportunities for volunteers</li> <li>• Recognise and acknowledge volunteer contributions Communicate weekly with volunteers via email and phone calls when necessary</li> </ul>



<b>Participant Management</b>	<ul style="list-style-type: none"> <li>• Liaise with schools, venue managers, conferences, appropriate community groups, and families to enrol students and gain understanding of their particular learning needs</li> <li>• Ensure the safety and wellbeing of participants and volunteers, including during emergency situations</li> <li>• Use a variety of suitable interventions to meet individual student learning and behavioural needs</li> <li>• Conduct programs through a growth mindset, strengths-based approach to learning</li> <li>• Support the wellbeing of volunteers, students and families including access to SVDPV and other support services</li> <li>• Communicate weekly with students and families via email and phone calls where necessary</li> </ul> <p>Seek to understand the needs of the local community through connecting with local community groups and organisations and reflect this in program delivery.</p>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>• Ensure appropriate use of the venue</li> <li>• Ensure the program has necessary resources to run effectively</li> <li>• Assist with the planning of program budgets and work within set budgets</li> <li>• Account for all spending on SVDPV credit card in a timely manner</li> </ul>
<b>Evaluation</b>	<ul style="list-style-type: none"> <li>• Conduct regular reviews/surveys to ensure that program outcomes are reflective of participant needs</li> <li>• Provide timely and detailed progress reports</li> <li>• Keep accurate statistics and confidential records of participants and volunteers using Excel.</li> </ul>
<b>Legal and ethical compliance</b>	<ul style="list-style-type: none"> <li>• Ensure a safe environment and compliance with all SVDPV policies and procedures in addition to legal and legislative requirements, including but not limited to Child Safety Policies, Equal Opportunity, Occupational Health and Safety, Privacy and Child Protection legislation, Equity and Diversity Policy</li> </ul>

## POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Team Leader Education Programs	Internal	<ul style="list-style-type: none"> <li>• Support, supervision, reporting and interaction</li> </ul>
Education Coordinators	Internal	<ul style="list-style-type: none"> <li>• Support, sharing, collaboration and interaction</li> </ul>
Volunteers and participants	Internal	<ul style="list-style-type: none"> <li>• Relationship building and training, supporting and encouraging, compliance follow up</li> </ul>
Staff and members of St Vincent de Paul Society	Internal	<ul style="list-style-type: none"> <li>• General contact</li> </ul>
Schools, parish, community	External	<ul style="list-style-type: none"> <li>• Relationship building, networking, resourcing, site</li> </ul>



groups, universities and families		management
Agencies, councils & external organisations	External	<ul style="list-style-type: none"> <li>Site management, relationship building, networking, resourcing, marketing, special projects</li> </ul>
Others	External	<ul style="list-style-type: none"> <li>As required</li> </ul>

**Our Child Safety Commitment**

St Vincent de Paul Society (the Society) is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone’s responsibility and is at the centre of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual (LGBTQIA), and children with a disability.

Whilst all Society programs and activities may not involve regular contact with children by members, volunteers and employees, it is the decision of the Society State Council that all Society programs and activities will be subject to the Child Safety Policy.

**KEY PERFORMANCE INDICATORS**

These will be developed by the Education Team Leader in consultation with the incumbent and will regularly be reviewed.

**DELEGATIONS OF AUTHORITY**

Achievement of departmental budget by ensuring all work-related expenditures are authorised by the Education Team Leader.

**KEY REQUIREMENTS**

**Experience (required)**

- Experienced people leader, logistics organiser and project manager
- Tertiary qualification (Bachelors or higher) in a relevant discipline, including education (preferred), social science, youth work, social work, community engagement (or significant and current study towards such a qualification)
- Experience working with large numbers of primary and secondary school age children ideally in an Education setting
- Experience working with large numbers of volunteers
- Experience using Excel spreadsheets to collect and organise large volumes of data and statistics

**Skills**



- Ability to work independently, with strong organisational and time management skills, including setting priorities and working within deadlines
- Excellent written and verbal communication skills and interpersonal skills
- Adaptability & flexibility
- Computer literacy and working knowledge of Microsoft Office Suite including Excel
- Excellent networking and people management skills

#### **Knowledge / Experience**

- Knowledge about the current education system, education pathways & meeting individual learning needs
- Understanding of educational pedagogical approaches
- Knowledge and understanding of working with a growth mindset
- Knowledge about, and experience working with young people, and families from CALD communities or those experiencing disadvantage
- Experience managing projects
- Experience leading volunteers
- Experience in public speaking and/or facilitating training for adults
- Awareness of Duty of Care for children and child safety requirements

#### **Attributes**

- Empathy and understanding of the mission, vision and values of the St Vincent de Paul Society
- Availability and ability to travel to SVDPV Central Office in Box Hill or other program sites (as required)
- Adaptable and prepared to work out solutions in times of need
- Love of learning
- Safe work from home area, including internet access
- Team player & team builder
- Willingness to vary normal working hours from time to time
- Willingness to travel to and manage other education programs when required from time to time
- Ability to work with all people where they are at and to support them to develop a growth mindset
- Kind and flexible disposition

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.