



everyone's family

## POSITION DESCRIPTION

General Information:	
<b>Position Title:</b>	Programs Coordinator, <i>Growing Careers Project</i>
<b>Incumbent:</b>	
<b>Function &amp; Team/Program:</b>	State and Territory Operations
<b>Location(s):</b>	
<b>Manager's Position Title:</b>	State Project Lead – Growing Careers Project
<b>Manager's Name:</b>	
<b>Date Prepared:</b>	March 2021
<b>Prepared By:</b>	Tania Kihl, National Manager – Learning for Life Operations
<b>Approved By:</b>	Leonie Green, Head of State and Territory Operations

Primary Purpose of this Position <i>(In one sentence - why does the role exist?)</i>
<p>To coordinate the delivery of our career related suite of programs and career activities, including the building and maintenance of key school partnerships. This role focusses work in secondary Project Partner schools linked to the Growing Careers project.</p> <p>With a desire to support secondary students to engage in four or more career related conversations through the life of the project, this role will work to contribute to stronger school attendance and Year 12 attainment as a result. This role is focussed on the planning and implementation of career related programs and activities within a defined geography.</p>

Scope: As required	
<b>Direct Reports to this Position</b> By Position Title	<b>Indirect Reports</b> Total Number
	Volunteers (program and administration volunteers)
Financial Dimensions controlled by this Position <i>(Include key financial metrics such as revenue growth, income &amp; expense budget, etc)</i>	
<b>Direct control</b>	<b>Indirect control</b>
e.g. Revenue, Operating expenditure, Capital expenditure, etc  •	• Supporting project budget
Other Dimensions of this Position	
e.g. Number of programs, site responsibility, geographic spread of team <ul style="list-style-type: none"> <li>• The position will develop and maintain purposeful relationships with Project Partner schools and other community organisations to support the delivery of a core suite of career focussed programs.</li> <li>• Support Project Partner schools to engage in a four year, targeted delivery approach to engage particular year levels; year on year in career related programs and activities.</li> <li>• At times, this position will provide support to other team members in the maintenance and/or delivery of our suite of programs.</li> </ul>	

<ul style="list-style-type: none"> <li>As a learning organisation, we would expect the successful candidate to participate in our reflective practice and continuous improvement approach.</li> </ul>	
<b>Setting Priorities</b> <i>(how is work prioritised)</i>	
How often does employee prioritise their own work? Eg. Daily, weekly, monthly, annually, other	Daily, Weekly, Monthly
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	Daily, Weekly

<b>Key Relationships</b> <i>(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)</i>	
<b>Internal</b>	<ul style="list-style-type: none"> <li>Strategic engagement teams (Corporate Partnerships, Higher Education and Strategic Engagement specifically)</li> <li>Learning for Life Team (both immediate team members and those in other locations)</li> <li>Volunteering team</li> <li>Policy and Programs Team (including Practice Development team)</li> <li>Communications Team for media purposes</li> <li>Business Information Services (BIS) Team</li> <li>Corporate Services</li> </ul>
<b>External</b>	<ul style="list-style-type: none"> <li>Learning for Life Families</li> <li>Project Partner Schools</li> <li>Community agencies</li> <li>VIEW Clubs</li> <li>Corporate partners / Higher Ed</li> <li>External providers / contractors</li> <li>Local media (guided by Communications team)</li> </ul>

<b>Key Decision Making in this Role:</b> <i>(What are the key decisions and recommendations made in this role?)</i>	
<b>Decisions Expected</b> <ul style="list-style-type: none"> <li>Engagement of Project Partner schools and ongoing implementation of focussed year on year participation in career related programs and activities</li> <li>Program participant recruitment and ongoing management</li> <li>Seek key contacts in identified schools</li> <li>Advocacy and referral to partner (local) agencies</li> <li>Volunteer management (where applicable)</li> </ul>	
<b>Recommendations Expected</b> <ul style="list-style-type: none"> <li>Local program selection and participation (within desired career related programs and activities)</li> <li>Promotion to and engagement of students</li> </ul>	

Every Team Member at The Smith Family:

- Is expected to uphold The Smith Family Values and Culture;
- Understands and complies with the Child Protection Framework;
- Takes reasonable care for the health and safety of themselves and others;
- Understands and complies with the Workplace, Health and Safety Systems;
- Reports hazards and incidents and participates in risk management as required.

<b>Key Responsibilities / Accountabilities:</b>	
<b>Major Area: Quality Program Implementation</b>	<b>% of Job: 50%</b>
Facilitate the delivery and administration of appropriate career related programs and activities from the <i>Learning for Life</i> Suite in Project Partner schools	
Work with schools to identify 'best fit' career related programs and activities to meet student needs and support career aspirations	
Maintain program fidelity throughout the course of implementation	
Ensure that data is accurately entered into database in a timely manner	
Participate in relevant program and process improvement teams, as required	
<b>Major Area: School and Community relationship management</b>	<b>% of Job: 30%</b>
Develop a good understanding of the demographics and social data relating to the identified Project Partner schools	
Develop and maintain strong working relationships with Project Partner schools and relevant community agencies. This includes engagement of Project Partner schools in required year on year data capture and possible input into project evaluation activities	
Support Project Partner schools to deliver quality program delivery year on year across life of project.	
Promote and position The Smith Family and inform the community about organisational activities through the media and other relevant forums.	
<b>Major Area: Volunteer management</b>	<b>% of Job: 10%</b>
Support of volunteers engaged in program delivery	
Support of volunteers engaged in administration activities	
Recruit, induct and train volunteers	
<b>Major Area: Support for broader Smith Family Program implementation</b>	<b>% of Job: 10%</b>
Work closely with the Family Partnership Coordinator to identify potential <i>Learning for Life</i> scholarship participants to engage in local programs	
Refer potential <i>Learning for Life</i> scholarship students from program participant pool to Family Partnership Coordinator	
Support other Programs Coordinators in planning and delivery (as required)	

<b>Key Challenges in Achieving Goal(s): (What are the key challenges faced by this role in meeting goals/objectives)</b>
<ul style="list-style-type: none"> <li>• Maintaining school engagement in a four year project within an environment of competing priorities for both parties</li> <li>• Increasing program participation of <i>Learning for Life</i> scholarship students</li> <li>• Increasing student retention on programs</li> <li>• Ensuring program quality and fidelity are at the core of implementation activities</li> <li>• Working as a member of a geographically dispersed team</li> <li>• Supervision and retention of casual staff and volunteers (where applicable)</li> </ul>

<b>Qualifications, Experience and Competencies:</b> <i>(What background, knowledge, experience or competencies are required to perform the role at the expected level?)</i>		
<b>Education / Qualifications / Memberships:</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Relevant tertiary qualifications or equivalent experience</li> </ul>
<b>Experience:</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>Understanding of the education sector</li> <li>Understanding of post school pathways.</li> <li>Experience in career related supports would be highly valued.</li> <li>Demonstrated experience in planning and coordinating programs / projects</li> <li>Proven experience in establishing and maintaining relevant partnerships</li> <li>Demonstrated experience in administration</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated experience in working with disadvantaged / marginalised groups and communities</li> <li>Experience in supervising volunteers</li> <li>Local networks both in educational, employment and community settings.</li> </ul>
<b>Competencies:</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>High level interpersonal skills</li> <li>Effective communication skills</li> <li>Demonstrated experience in presenting and facilitating</li> <li>Excellent organisational administrative skills (including computer literacy, data and time management)</li> <li>Demonstrated capability to manage and plan own work to achieve identified goals within time constraints</li> <li>Flexibility to respond to competing demands</li> <li>Good negotiation skills</li> <li>Holds a current driver's licence</li> </ul>	<ul style="list-style-type: none"> <li>Prior exposure to event planning</li> <li>Knowledge and understanding of program planning</li> </ul>
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>Proven experience in project management to establish and maintain relevant partnerships</li> <li>Ability to steward relationships over multiple years to achieve desired outcomes</li> <li>Proven experience in stakeholder management (internal and external) to achieve objectives</li> <li>Demonstrated capability to manage and plan own work to achieve identified goals within time constraints</li> <li>Strong team player</li> </ul>	