



everyone's family

## POSITION DESCRIPTION

General Information	
Position Title:	Girl Coach, Girls at the Centre Wagga Wagga
Incumbent:	
Function & Team/Program:	Girls at the Centre program
Location(s):	Wagga Wagga, NSW
Manager's Position Title:	Program Manager
Manager's Name:	Charmaine Bonnard
Date Prepared:	October 2025
Prepared By:	Olga Srbovski
Approved By:	Fiona Coluccio

Primary Purpose of this Position <i>(In one sentence - why does the role exist?)</i>
<p><i>Girls at the Centre</i> is a multi-faceted program providing intensive and holistic support aimed at strengthening social, emotional and academic aspirations for participating Aboriginal and Torres Strait Islander girls in Year 7-12. Girl Coaches are active role models and provide access to networks and mentors outside the school to raise aspirations and develop thinking on career pathways.</p> <p>This position is responsible for recruiting girls and their families to the program, organising regular activities in line with program guidelines, providing coaching and support to girls to address barriers which may be affecting their educational attainment and engaging with parents/carers. Girl Coaches work closely with partner school staff to ensure participating girls are on track with their goals and to provide wrap around support around attendance, advancement and engagement.</p>

Scope	
<b>Direct Reports to this Position</b> By Position Title	<b>Indirect Reports</b> Total Number
None	None
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>
• Nil	Nil
Other Dimensions of this Position	
<p>Girls at the Centre is located on site at Mount Austin High School. The team comprises another Girl Coach and a Program Manager with extended relationships to other local Smith Family teams and school wellbeing teams.</p> <p>The position involves program delivery, data collection and reporting on program activities, one to one support of students and families, and liaison with community partners. The program is inclusive of both Aboriginal and /or Torres Strait Islander girls and other girls from the school to encourage cultural awareness, breaking down stereotypes and broader networks.</p>	

This position will be based in Wagga with occasional travel to Canberra.  
The position will require some out of hours work.

**Setting Priorities** *(how is work prioritised)*

How often does employee prioritise their own work? Eg. Daily, weekly, monthly, annually, other	Weekly
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	N/A

**Key Relationships** *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*

<b>Internal</b>	<ul style="list-style-type: none"><li>• Girls at the Centre Program Manager</li><li>• Regional Programs Manager, NSW/ACT</li><li>• Learning for Life, Wagga Wagga team</li><li>• Girls at the Centre, Bairnsdale teams</li><li>• Policy and Programs</li><li>• People and Culture</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• Girls at the Centre students, families and carers</li><li>• School leadership team and key school staff</li><li>• School Wellbeing staff, AEO's</li><li>• Teachers</li><li>• Other local service providers and community agencies</li></ul>

**Key Decision Making in this Role** *(What are the key decisions and recommendations made in this role?)*

## Decisions Expected

- Planning of activities
- Referrals and support for individual participants and their families
- Day to day operation of the Girls Room
- Identification of and support for participants who need extra attention

## Recommendations Expected

- Program priorities
- Referrals and follow up on program participants
- Selection of program activities
- Opportunities and risks associated with the running of a quality program

<b>Key Responsibilities / Accountabilities</b> <i>(List the major areas from largest % of job to smallest)</i>	
<b>Major Area: Program Implementation</b>	<b>% of Job: 70%</b>
Under the supervision of the Program Manager: <ul style="list-style-type: none"> <li>• recruit program participants in consultation with key school staff</li> <li>• identify individual barriers to participation in education</li> <li>• support program participants to develop individual goals that support their attendance, achievement and social/emotional confidence and wellbeing</li> <li>• support, guide and coach participants to stay on track with their goals</li> <li>• coordinate services and activities for program participants aligned with program objectives</li> <li>• support the administration of Learning for Life scholarships for program participants</li> <li>• establish and oversee the operation of the Girl's Room</li> <li>• liaise with school staff and other service providers</li> <li>• liaise with families and carers</li> <li>• review program effectiveness and collect data around attendance and participation</li> </ul>	
<b>Major Area: Community Partnerships and Network Management</b>	<b>% of Job: 20%</b>
Develop and maintain strong working relationships with key school staff and relevant community agencies	
Develop and maintain strong internal relationships within the organisation	
<b>Major Area: Data collection and recording</b>	<b>% of Job: 10%</b>
<ul style="list-style-type: none"> <li>• All administration relating to recording information on CONNECT, SharePoint including attendance, program briefs, risk management documentation and Individual Learning Plans.</li> <li>• Maintain records of activities provided and progress of participants in the program</li> <li>• Storage of documents as per The Smith Family Records Management.</li> </ul>	
<b>Key Challenges in Achieving Goal(s):</b> <i>(What are the key challenges faced by this role in meeting goals/objectives)</i>	
<ul style="list-style-type: none"> <li>• Ensuring 'buy in' from school staff and participants</li> <li>• Developing open and trusting relationships with participants and families</li> <li>• Ensuring follow through on girls' action plans</li> <li>• Identifying suitable referral pathways</li> <li>• Ensuring service providers are responsive</li> <li>• Collecting accurate data</li> <li>• Maintaining connection to a national organisation and its approach while working in regional location</li> </ul>	

**Qualifications, Experience and Competencies:** (What background, knowledge, experience or competencies are required to perform the role at the expected level?)

	Essential	Desirable
<b>Education / Qualifications / Memberships:</b>	<ul style="list-style-type: none"> <li>Relevant tertiary qualifications or equivalent experience</li> <li>Current NSW Drivers licence and own vehicle <i>The incumbent will be required to use their own vehicle for work related travel (a reimbursement allowance is provided)</i></li> <li>Current NSW working with Children Check and police check</li> </ul>	<ul style="list-style-type: none"> <li>Counselling or case work experience</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Demonstrated ability to work effectively and develop constructive relationships with young Aboriginal women</li> <li>Demonstrated ability to develop strong and trusting relationships with parents and families</li> <li>Experience in working in communities where there are high levels of disadvantage</li> <li>Good knowledge of community services in Wagga Wagga</li> </ul>	<ul style="list-style-type: none"> <li>Experience working within a school setting</li> <li>Experience working with vulnerable young people</li> <li>Ability to develop productive networks with key community members and organisations</li> </ul>
<b>Competencies:</b>	Essential	Desirable
	<ul style="list-style-type: none"> <li>Able to use MS Office software and internet</li> <li>Clear and respectful communicator</li> <li>Self motivated and team player</li> <li>Ability to collect and collate information for project reporting</li> <li>Highly organised</li> <li>Flexible approach to problem-solving</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of best practice in supported referrals for vulnerable young women</li> <li>Good networker</li> </ul>