

POSITION DESCRIPTION

Centre Co-ordinator
Clifton Child Care Co-operative Ltd

Position Title

Centre Co-ordinator

Employment Basis

12-month contract | 0.8 FTE

Reports to

Committee of Management (via the Chairperson)

Location

Clifton Child Care Co-operative
Fitzroy North, VIC

About Clifton Child Care Co-operative

Clifton Child Care Co-operative Ltd is a small, community-owned not-for-profit early childhood service that has been operating since 1975.

The service provides long day care and an integrated funded kindergarten program for children aged 12 months to 5 years and is licensed for 27 places.

Clifton Co-op is governed by a parent-based Committee of Management and operates as a social enterprise. Any surplus generated by the service is reinvested back into the centre to support staff, children and families.

The centre places strong emphasis on:

- high-quality educational practice
 - collaborative team culture
 - strong relationships with families
 - child safety and wellbeing
 - community participation
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Position Overview

The Centre Co-ordinator is responsible for the leadership, management and day-to-day operation of the service.

The role includes:

- leading the educational program
- supporting and developing educators
- ensuring regulatory compliance
- managing service administration and finances
- building strong relationships with families and the community
- working closely with the Committee of Management

The Co-ordinator plays a central role in shaping the culture of the service and maintaining the strong community ethos of Clifton Co-op. This includes being an active and supportive member of the team, working collaboratively with educators and, where needed, contributing directly within program rooms to support children and staff.

During the contract period, the Co-ordinator will also support the service through planned accessibility upgrades funded through the Building Blocks Inclusion Grants, working with the Committee and City of Yarra representatives to minimise disruption to families and staff.

Governance and Leadership

The Co-ordinator is responsible for the operational leadership and day-to-day management of the service.

The Committee of Management provides governance oversight and strategic direction. The Co-ordinator works in partnership with the Committee and provides professional advice to support decision-making while maintaining responsibility for the operational management of the centre.

Key Responsibility Areas

Educational Leadership

(NQS Quality Area 1)

- Lead the planning and implementation of a high-quality educational program aligned with the Early Years Learning Framework (EYLF) and the Victorian Early Years Learning and Development Framework (VEYLDF).
- Support educators to implement the planning cycle through observation, assessment,

planning, implementation and evaluation of children's learning and development.

- Foster a culture of reflective practice by encouraging educators to explore the “why” behind their work with children and their approaches to learning and development.
 - Promote inclusive learning environments that support the interests, strengths and developmental needs of each child.
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Child Safety, Health and Wellbeing

(NQS Quality Areas 2 & 3)

- Promote and uphold the Victorian Child Safe Standards and ensure child safety is embedded across all aspects of service delivery.
 - Ensure staff understand and fulfil their responsibilities relating to mandatory reporting, child protection and child safety legislation.
 - Maintain safe and healthy learning environments for children and staff.
 - Oversee health, safety, food safety and risk management practices across the service, including emergency management procedures.
 - Ensure children's health information and medical records are maintained in accordance with regulatory requirements.
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Leadership and Staff Development

(NQS Quality Area 4)

- Foster a collaborative and supportive team culture aligned with the Early Childhood Australia Code of Ethics.
- Provide mentoring, coaching and professional development for educators.
- Manage recruitment, induction and performance development processes.
- Develop staffing arrangements that support high-quality care and education.

Although the role is primarily non-contact, the Co-ordinator maintains an active presence across the service, supporting educators in practice and building relationships with staff, children and families.

Partnerships with Families and Community

(NQS Quality Area 6)

- Build respectful and collaborative relationships with families.
- Support open and effective communication between the service and the community.
- Maintain connections with local early childhood networks and community organisations.

- Work closely with the Committee of Management to support the ongoing success of the service.
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Service Management and Administration

(NQS Quality Area 7)

- Ensure the service operates in accordance with the Education and Care Services National Law, Regulations and the National Quality Framework.
 - Maintain and implement the Quality Improvement Plan (QIP).
 - Manage enrolments, occupancy and Child Care Subsidy administration.
 - Oversee administrative systems and staff rosters to support effective service operations.
 - Manage financial oversight in partnership with the Committee.
 - Oversee reporting requirements to the Department of Education and regulatory authorities.
 - Maintain individual professional development plans for staff and support ongoing professional learning.
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Operational and Project Management

- Support implementation of service improvements and upgrades.
 - Liaise with external partners including the City of Yarra during building works.
 - Support staff, children and families during operational transitions where required.
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Selection Criteria

Applicants are required to address the following criteria on a separate document in their application:

- Demonstrated experience in a leadership role within an early childhood service (Director, Co-ordinator or similar).
 - Strong understanding of the National Quality Framework and regulatory requirements.
 - Proven ability to mentor and support a team of educators.
 - Experience managing service administration, compliance and financial oversight, including systems associated with Child Care Subsidy and service management.
 - Strong communication and relationship-building skills.
 - Commitment to child safety and wellbeing.
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Mandatory Requirements

- Current Working With Children Check
- Relevant early childhood qualification (Diploma or Bachelor)
- Current First Aid, Anaphylaxis and Asthma Management training
- National Police Check (or willingness to obtain prior to commencement)
- Mandatory reporting training (Protecting Children – Mandatory Reporting and Child Safety training)

Desirable:

- Food Safety Supervisor certification
 - Experience with administrative systems used in early childhood services
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Employment Conditions

- 12-month contract
- 0.8 FTE
- Salary in accordance with the Professional Community Standard 2025
- Above-award pay commensurate with experience
- Professional development opportunities

This is an opportunity to be part of a community whose values centre the child and support early childhood education as a valued profession.