

Job Advertisement

Centre Co-ordinator

Clifton Child Care Co-operative – Fitzroy North

12-Month Contract | 0.8 FTE

Clifton Child Care Co-operative is seeking an experienced early childhood leader to join our small, community-run service as Centre Co-ordinator.

This is an opportunity to lead a well-established centre known for its strong relationships, collaborative team culture and commitment to high-quality early learning and child safety.

If you value community-based education and enjoy supporting educators to deliver thoughtful, high-quality programs, we would love to hear from you.

About the Service

Clifton Child Care Co-operative is a 27-place not-for-profit early childhood service located in Fitzroy North.

Operating since 1975, the centre provides long day care and an integrated funded kindergarten program for children aged 12 months to 5 years.

The service is governed by a parent Committee of Management and operates as a community co-operative. We place strong emphasis on:

- high-quality educational practice
- respectful relationships with children and families
- collaborative team culture
- strong community connection

Clifton Co-op is committed to child safety and upholding the Victorian Child Safe Standards. The safety and wellbeing of children is central to everything we do.

The Co-ordinator works closely with a supportive Committee of Management that values professional leadership and collaborative decision-making.

About the Role

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

Key areas of responsibility include:

- leading the educational program and supporting high-quality practice
- mentoring and supporting educators
- ensuring compliance with the National Quality Framework
- overseeing service administration and centre operations
- building strong relationships with families and the wider community

You will lead a collaborative educator team and continue to build on the strong community culture the service is known for.

During the contract period the role will also support the centre through planned accessibility upgrades funded through the Building Blocks Inclusion Grants.

A detailed Position Description is available for applicants seeking further information about the role.

We Are Looking For Someone Who

- has leadership experience in early childhood education
 - values and prioritises child safety and wellbeing
 - understands the National Quality Framework and regulatory requirements
 - can mentor and support educators to deliver high-quality programs
 - communicates effectively with families, staff and community members
 - values collaborative, community-based education
 - is confident managing centre operations, including administrative systems, staff rostering and basic budget oversight
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What We Offer

- Above-award pay based on qualifications and experience
 - A supportive and collaborative team environment
 - Professional development opportunities
 - The opportunity to lead a respected community-based service
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Employment Details

12-month contract

0.8 FTE

How to Apply

Please submit the following documents:

- A cover letter introducing yourself, your interest in the role and your personal Early Childhood Philosophy
- A separate document addressing the Key Selection Criteria
- Curriculum Vitae
- Copy of your Working With Children Check

Applications should be emailed to:

Jo-Danah
contact@cliftoncoop.org

Shortlisting may occur as applications are received.