

POSITION DESCRIPTION - PROGRAM COORDINATOR

Summary of Primary Functions

The Program Coordinator is responsible for ensuring their nominated school-based program meets agreed targets and objectives. It is both a functional and team leadership position. He/she works within the established guidelines, policies and mission of the Stars Foundation and will be accountable and responsible for program outcomes and staff.

Key Relationships

Reports to: Regional Manager

Supervises: Program staff

Key Accountabilities

Fulfil the responsibilities of this role, under the supervision and direction of the Regional Manager, in accordance with Stars Foundation's Code of Conduct, principles and values, policies and procedures.

Key Responsibilities

1. Program Coordination

- a. Day to day coordination of an effective school-based program to achieve objectives in a manner which is consistent with the Foundation's principles, values and policies
- b. Coordinate the program consistent with minimum standards in accordance with all Foundation policies and partner school policies
- c. Supervise and support staff in the implementation of program plans, policies, and goals that further the Foundation's objectives
- d. Provide support to the program team to ensure that the culture of the program is consistent with the Foundation's culture.
- e. Coordinate all program activities to align with the Foundation's policies, procedures, standards and philosophy of high expectations

2. Staff Supervision

- a. Supervise the day-to-day activities of program staff
- b. Assist the Regional Manager to effectively supervise program staff performance
- c. Provide regular feedback to all team members and participate in ongoing staff development
- d. Assist the Regional Manager in determining staff professional development and training needs

3. Student Welfare

- a. Ensure that the focus on safety, health and wellbeing of program participants is always the highest priority by all staff, volunteers and visitors
- b. Ensure that all activities, including but not limited to, camps, trips, excursions and activities are conducted to the highest standard in line with the policies of the Foundation and Department of Education
- c. Appropriately inform parents and carers of all activities, so that they can engage with the program and program staff

4. Relationships

- a. Develop and maintain relationships with students and their families
- b. Develop and maintain relationships with key partners, including school staff and Foundation partners
- c. Liaise closely with community organisations including, but not limited to, Aboriginal and Torres Strait Islander organisations, local businesses, sporting clubs, police, etc
- d. At all times, represent the Foundation in a professional manner and maintain focus on the purpose of the Stars Foundation in supporting young Aboriginal and Torres Strait Islander women

5. School Liaison

- a. Develop and maintain a collaborative, cooperative relationship with the school leadership team and staff
- b. Communicate regularly and openly with school staff and the leadership team
- c. Liaise with the relevant school personnel in preparing the Stars Foundation program to ensure optimal opportunity for student participation in both program activities and the school curriculum

6. Leadership

- a. Be a positive, innovative and active team leader and member of the Stars team
- b. Work with and support your team to deliver an engaging and effective program
- c. At all times, be clear that the purpose of the Foundation is to support young Aboriginal and Torres Strait Islander women, and that students look to you as a role model

7. Operational Systems and Standards

- a. Ensure that Foundation operational procedures are implemented to the highest standard
- b. Ensure staff familiarity with policies and procedures
- c. Ensure ongoing compliance with OH&S policies and procedures

8. Information, Data & Reporting

- a. Ensure that relevant data is recorded and made available to Foundation management as required
- b. Ensure a library of resources including photographs, videos and activity updates are maintained and available as required
- c. Ensure that all required reports are provided in a timely manner in the expected format

9. Financial

- a. Maintain sound financial practices and a cost-efficient program, as per policy and procedure guidelines
- b. Prudently manage Foundation's financial resources to ensure a vibrant and engaging program
- c. Always be conscious of Stars Foundation's limited financial resources

Key Selection Criteria

- a. Experience working with Aboriginal and Torres Strait Islander youth
- b. Demonstrated ability to work in a highly collaborative team environment
- c. High level verbal and written communication skills
- d. Ability to prioritise and manage competing demands within limited timeframes
- e. Strong analytical and problem-solving skills
- f. Sound computer skills
- g. Demonstrated skills in implementing policies and procedures
- h. Knowledge and understanding of health and safety legislation
- i. Able to embrace a culturally diverse workforce
- j. Innovative and thinks adaptively about problem resolution
- k. Drivers Licence

Desirable attributes:

- Experience with program coordination in an educational or community development context
- Demonstrated skills in team leadership and staff supervision
- Experience working with Aboriginal and Torres Strait Islander communities