

Position Description

Local Level Alliance Coordinator

Location:	Birtinya	Reports To:	Program Coordinator
Award:	Social, Community, Home Care and Disability Services Industry Award, Level 5	PD Date:	June 2026

About us

Act for Kids is a prominent provider of prevention, professional therapy and support services for children who have suffered abuse and support for families at risk. With over 30 centres nationally, we have supported thousands of children and their families for more than 30 years. In 2024-2025 we provided services to 37,171 people, including over 21,780 children.

Our unique multidisciplinary teams provide integrated therapy, sexual abuse counselling, safe houses in remote Indigenous communities, information, advice and referral services, intensive family support and preschools designed for children with additional development needs to ensure we set them up for success at school.

About our commitment

- Our vision is that all kids have a safe and happy childhood.
- We are a child safe organisation and all children who come into contact with our services will be provided with a welcoming and safe service.
- We are committed to working with Aboriginal and Torres Strait Islander peoples to design and deliver services that best strengthen our support to their children, families and communities.
- We are dedicated to creating a culture where physical, psychological, and emotional safety is a priority and to actively embed strong health and safety practices in our everyday work.
- We are committed to diversity, equity and inclusion, creating a workplace where everyone belongs and delivering inclusive, culturally safe and affirming services.

About our values

At Act for Kids our exceptional organisational culture is aligned to our values, which guide how we work and interact. You will be part of a *team* that is *professional, ethical, caring, courageous* and *collaborative* and we expect you to demonstrate these behaviours throughout your career with us.

About Cultural Humility

Act for Kids is committed to truth-telling and walking alongside Aboriginal and Torres Strait Islander children, families and communities on a journey of healing, self-determination, and hope. We acknowledge our responsibility to lead with respect, authenticity and cultural humility, creating culturally affirming and safe workplaces. We are committed to the recruitment and retention of First Nations team members and provide opportunities for meaningful connection and cultural peer support.

About the program

Local Level Alliances exist state-wide in each region and are funded by the Department of Child Safety, Women and Youth to improve referral pathways and sector collaboration to prevent families from entering the child protection system. Act for Kids have developed two innovative Local Level Alliances in the Sunshine Coast and Gympie regions.

About the position

Working within the Family and Child Connect (FaCC) service to engage with services throughout the Sunshine Coast region to participate in a network of Local Level Alliances which work to enhance collaborative planning and integrated and timely responses to vulnerable children, young people, and their families.

This position requires an understanding of whole-of-community frameworks for improving outcomes for children and families, an understanding of the child protection context, a highly developed understanding of partnership work and ability to manage complex relationships.

Key responsibilities

- Co-ordinate and co-chair Local Level Alliance/s when required.
- Build partnerships with existing networks to facilitate service delivery in the region.
- Develop Alliance functions to inform local family support needs, barriers to support and systemic issues that impact on vulnerable children and families.
- Provide support to lead agencies to develop and progress single case plans for families with complex or multiple needs.
- Work with Alliances to ensure integrated service provision to families.
- Collaborate with government partners to address gaps identified by the Alliance.
- Collate and distribute promotional child and family support information through Alliance networks.
- Collaborate with local Aboriginal and Torres Strait Islander organisations and community members to address barriers at a systemic level, to ensure that engagement with families is conducted within the appropriate cultural context.
- Work in partnership with the Specialist Domestic and Family Violence Practitioner/s and local DFV services to maximise the capability of the Alliances.
- Measure Alliance outcomes and evaluate effectiveness.
- Provide secretariat support to Alliances if required.
- Promote the Family and Child Connect (FaCC) role and functions to key partner agencies and the community.
- Ensure compliance with all Act for Kids policies and procedures.
- Strong commitment to child safety, including cultural safety, by prioritising the rights, safety and wellbeing of all children in alignment to national and state child safe principles and standards.
- Consistent awareness of child-safeguarding risks and applies established risk-management practices to identify, report and mitigate risks in accordance with organisational policies and legal requirements.
- Ensure compliance with Work Health and Safety legislation, organisational policies and procedures, take reasonable care for own health, safety and wellbeing and that of others, and report hazards, incidents, injuries as soon as practical.
- Actively participate in regular supervision and Individual Development Plan (IDP) process.
- Maintain confidentiality and privacy in all matters relating to team members, clients, and procedures.
- Fulfil other tasks that your manager/s may reasonably ask you to perform.
- Act as a client/customer focused, values based team member and work collaboratively with other team members to achieve strong results across all activities at Act for Kids.
- Ensure behaviour during all work interactions is aligned to our values of being *professional, ethical, team oriented, caring, courageous* and *collaborative*.

About you

Qualifications

- A tertiary degree in a community development or human services related field.
- Professional registration (if required).

Skills and experience

- At least three (3) years' experience working within a community development sector with highly developed knowledge of child protection issues and the child protection sector in Queensland.
- An understanding of Community Development and Ecological Systems theories, collective impact and a demonstrated ability to build social capital within the community context.
- Experience and capacity to work collaboratively and foster and maintain good working relationships with key stakeholders, partners and the community.
- Cultural awareness and an understanding of how to communicate and work effectively with people from different socio-economic and cultural backgrounds, including Aboriginal and Torres Strait Islander people.
- Highly developed communication, problem solving and teamwork skills.
- Excellent time management, coordination, and organisational skills.

Other requirements

- Eligibility for a positive Working with Children Check in the applicable state of employment in Australia or exemption based on professional qualifications and registration.
- Current driver's licence.
- Applicants must be eligible to legally work in Australia and proof of eligibility will be requested.

Other information

Applicants are encouraged to apply even if they do not meet every requirement of the role. When assessing applications, the panel will consider performance and achievements in the context of individual circumstances.

We recognise that career paths are not always linear and that personal circumstances, career interruptions or periods of leave may have influenced work history. This means we will focus on the quality and impact of achievements, alongside experience and qualifications (where required), when assessing suitability for the role.

Act for Kids warmly encourages applications from Aboriginal and/or Torres Strait Islander peoples.